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ABSTRACT

Material on the membrane filter methods and the most probable number method for determining bacteriological contaminants listed in the interim primary drinking water regulations is presented. This course is for bacteriologists and technicians with little or no experience in bacteriological procedures required to monitor drinking water, though students should have basic skills used in bacteriology laboratory operations. Chapters include reading materials, laboratory activities, and some related references.

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Water

Methods for the Determination of Bacteriological Contaminants in Drinking Water

Training Manual

EPA

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METHODS FOR THE DETERMINATION OF BACTERIOLOGICAL
CONTAMINANTS IN DRINKING WATER

This student manual was developed by the U.S. Environmental Protection Agency, National Training & Operational Technology Center with the Technical Support Division in response to a request from the Office of Drinking Water.

National Training and Operational Technology Center
Municipal Operations and Training Division
Office of Water Program Operations
U.S. Environmental Protection Agency

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DISCLAIMER

Reference to commercial products, trade names, or manufacturers is for purposes of example and illustration. Such references do not constitute endorsement by the Office of Water Program Operations, U.S. Environmental Protection Agency.

This manual has been prepared from the National Interim Primary Drinking Water Regulations and the references contained therein which constitute the legal authority for these procedures. When used within a State having been granted primary enforcement authority, that State's regulations will then constitute the legal authority and should be followed.

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WEDNESDAY, DECEMBER 24, 1975



PART IV:

ENVIRONMENTAL PROTECTION AGENCY

WATER PROGRAMS

National Interim Primary Drinking
Water Regulations

Title 40—Protection of Environment

CHAPTER I—ENVIRONMENTAL
PROTECTION AGENCYSUBCHAPTER D—WATER PROGRAMS
[FRL 4647]PART 141—NATIONAL INTERIM PRIMARY
DRINKING WATER REGULATIONS

On March 14, 1975, the Environmental Protection Agency (EPA) proposed National Interim Primary Drinking Water Regulations pursuant to sections 1412, 1414, 1415, and 1450 of the Public Health Service Act ("the Act"), as amended by the Safe Drinking Water Act ("SDWA," Pub. L. 93-523), 40 FR 11990. EPA held public hearings on the proposed regulations in Boston, Chicago, San Francisco, and Washington during the month of April. Several thousand pages of comments on the proposed regulations were received and evaluated. In addition, the Agency has received comments and information on the proposed regulations from the National Drinking Water Advisory Council, the Secretary of Health, Education, and Welfare, and from numerous others during meetings with representatives of State agencies, public interest groups and others.

The regulations deal only with the basic legal requirements. Descriptive material will be provided in a guidance manual for use by public water systems and the States.

The purpose of this preamble to the final regulations is to summarize the most significant changes made in the proposed regulations as a result of comments received and the further consideration of available information. A more detailed discussion of the comments and of changes in the proposed regulations is attached as Appendix A.

WATER SYSTEMS COVERED

The Safe Drinking Water Act applies to each "public water system," which is defined in Section 1401(4) of the Act as "a system for the provision to the public of piped water for human consumption, if such system has at least fifteen service connections or regularly serves at least twenty-five individuals." Privately owned as well as publicly owned systems are covered. Service "to the public" is interpreted by EPA to include factories and private housing developments. (See generally, House Report, pp. 16-17.)

The definition of "public water system" proposed in the Interim Primary Drinking Water Regulations sought to explain the meaning of the statutory reference to "regular" service. It was proposed to interpret this term as including service for as much as three months during the year. Because the proposed definition would have excluded many large campgrounds, lodges, and other public accommodations which serve large numbers of tourists but which are open for slightly less than three months each year, the definition in the final version covers systems serving an average of at least twenty-five individuals at least 60 days out of the year. The use of a minimum number of days rather than

months also makes clear that a system may qualify as a public water system even if it is not open every day during a given month.

Once "public water system" has been defined, it is necessary to define the two major types of public water systems—those serving residents and those serving transients or intermittent users. The possible health effects of a contaminant in drinking water in many cases are quite different for a person drinking the water for a long period of time than for a person drinking the water only briefly or intermittently. Different regulatory considerations may in some cases apply to systems which serve residents as opposed to systems which serve transients or intermittent users. Accordingly, § 141.2(e) makes clear that all "public water systems" fall within either the category of "community water systems" or the category of "non-community water systems." To make clear which regulatory requirements apply to which type of system, the category covered is specifically indicated throughout the regulations.

The proposed regulations defined a "community water system" as "a public water system which serves a population of which 70 percent or greater are residents." Reliance in the proposed definition on the percentage of water system users who are residents would result in treating some fairly large resort communities with many year-round residents as non-community systems. Therefore, the definition of "community water system" has been changed to cover any system which serves at least 15 service connections used by year-round residents or serves at least 25 year-round residents.

SMALL COMMUNITY WATER SYSTEMS

Many community water systems in the country are quite small. Since it is the intention of the Act to provide basically the same level of health protection to residents of small communities as to residents of large cities, and since a number of advanced water treatment techniques are made feasible only by economies of scale, the cost of compliance with the requirements of the Act may pose a serious problem for many small communities. The regulations seek to recognize the financial problems of small communities by requiring more realistic monitoring for systems serving fewer than 1,000 persons. Variances and exemptions authorized by the Act can also assist in dealing with economic problems of small community systems in appropriate cases, at least temporarily. EPA will provide technical assistance on effective treatment techniques which can be used by small systems.

These methods of dealing with the financial problems of some small community systems may not be sufficient in specific instances to make compliance with all applicable regulatory requirements feasible. EPA is commencing a study of potential problems faced by small community systems in meeting applicable requirements under the Act and these regulations, and, if necessary, will make additional adjustments in the In-

terim Primary Drinking Water Regulations prior to their effective date.

NON-COMMUNITY SYSTEMS

"Non-community systems" are basically those systems which serve transients. They include hotels, motels, restaurants, campgrounds, service stations, and other public accommodations which have their own water system and which have at least 15 service connections or serve water to a daily average of at least 25 persons. Some schools, factories and churches are also included in this category. It is conservatively estimated that there are over 200,000 non-community water systems in the country. However, it should be recognized that while their number is large, they normally are not the principal source of water for the people they serve.

The regulations as proposed would have applied all maximum contaminant levels to non-community systems as well as to community systems. This approach failed to take into account the fact that the proposed maximum contaminant levels for organic chemicals and most inorganic chemicals were based on the potential health effects of long-term exposure. Those levels are not necessary to protect transients or intermittent users. Therefore, the final regulations provide that maximum contaminant levels for organic chemicals, and for inorganic chemicals other than nitrates, are not applicable to non-community systems. An exception was made for nitrates because they can have an adverse health effect on susceptible infants in a short period of time.

Even without monitoring for organic chemicals or most inorganic chemicals, in the initial stages of implementation of the drinking water regulations, monitoring results from tens of thousands of non-community systems could overwhelm laboratory capabilities and other resources. This could delay effective implementation of the regulations with respect to the community systems which provide the water which Americans drink every day. To avoid this result, non-community systems will be given two years after the effective date of the regulations to commence monitoring. In the meantime, non-community systems which already monitor their water are encouraged to continue to do so, and the States are encouraged to take appropriate measures to test or require monitoring for non-community systems that serve large numbers of people.

Of course, non-community systems which pose a threat to health should be dealt with as quickly as possible. The maximum contaminant levels applicable to non-community water systems therefore will take effect 18 months after promulgation, at the same time as levels applicable to community systems. Inspection and enforcement authority will apply to non-community systems at the same time as to community systems.

SANITARY SURVEYS

EPA encourages the States to conduct sanitary surveys on a systematic basis.

These on-site inspections of water systems are more effective in assuring safe water to the public than individual tests taken in the absence of sanitary surveys. The regulations provide that monitoring frequencies for coliform bacteria can be changed by the entity with primary enforcement responsibility for an individual non-community system, and in certain circumstances for an individual community system, based on the results of a sanitary survey.

MAXIMUM CONTAMINANT LEVELS

Numerous comments were received by EPA on the substances selected for the establishment of maximum contaminant levels and on the levels chosen. Congress anticipated that the initial Interim Primary Drinking Water Regulations would be based on the Public Health Service Standards of 1962, and this Congressional intent has been followed. Comments received on the various levels did not contain new data sufficient to require the establishment of levels different from those contained in the Public Health Service Standards.

WATER CONSUMPTION

The maximum contaminant levels are based, directly or indirectly, on an assumed consumption of two liters of water per day. The same assumption was used in the 1962 Standards. This assumption has been challenged because of instances where much higher water consumption rates occur. EPA's justification for using the two-liter figure is that it already represents an above average water or water-based fluid intake. Moreover, while the factor of safety may be somewhat reduced when greater quantities of water are ingested, the maximum contaminant levels based on the two-liter figure provide substantial protection to virtually all consumers. If, as has been suggested, a water consumption rate of eight liters per day is used as the basis for maximum contaminant level, all of the proposed MCL's would have to be divided by four, greatly increasing the monitoring difficulties, and in some cases challenging the sensitivity of accepted analytical procedures. It could be expected, in such a case, that the maximum contaminant levels would be exceeded to a significant degree, and that specialized treatment techniques would be required to order that the contaminant levels would be reduced. The economic impact of a move in this direction would be enormous. It is not technically or economically feasible to base maximum contaminant levels on unusually high consumption rates.

SAFETY FACTORS

A question was raised about the fact that different safety factors are contained in various maximum contaminant levels. The levels are not intended to have a uniform safety factor, at least partly because the knowledge of and the nature of the health risks of the various contaminants vary widely. The levels set are the result of experience, evaluation of the available data, and professional

judgment. They have withstood the test of time and of professional review. They are being subjected to further review by the National Academy of Sciences in connection with development of data for the Revised Primary Drinking Water Regulations.

MCL'S BASED ON TEMPERATURE

A question was also raised as to whether ranges of maximum contaminant levels should be established on the basis of the climate in the area served by the public water system, as was done with fluoride. EPA believes that the use of a temperature scale for fluoride is more appropriate than for other chemicals because of the studies available on the fluoride-temperature relationship and because there is a small margin with fluoride between beneficial levels and levels that cause adverse health effects.

MCL'S DELETED

Three proposed maximum contaminant levels have been eliminated in the final regulations because they are not justified by the available data. One of these is carbon chloroform extract (CCE), which is discussed separately below. The others are the proposed levels for the standard bacterial plate count and cyanide. In the case of the plate count, it is believed that the coliform limits contained in the regulations, combined with the turbidity maximum contaminant level, adequately deal with bacterial contamination. However, EPA continues to believe that the standard plate count is a valid indicator of bacteriological quality of drinking water, and recommends that it be used in appropriate cases in conjunction with the coliform tests as an operational tool.

The proposed maximum contaminant level for cyanide was eliminated because the possibility of cyanide contamination can be effectively addressed only by the use of emergency action, such as under Section 1431 of the Act. EPA's 1969 Community Water Supply Study did not reveal a single instance in which cyanide was present in a water system at a level greater than one-thousandth of the level at which cyanide is toxic to humans.

Available data indicate that cyanide will be present in water systems at toxic levels only in the event of an accident, such as a spill from a barge collision. Maximum contaminant levels are not the appropriate vehicle for dealing with such rare, accidental contamination.

Heptachlor, heptachlor epoxide and chlordane have also been removed from the list of maximum contaminant levels at least temporarily in view of the pending cancellation and suspension proceedings under the Federal Insecticide, Fungicide and Rodenticide Act involving those pesticides. When the results of these proceedings are available, EPA will again consider whether maximum contaminant levels should be established for those three pesticides.

SODIUM AND SULFATES

A number of comments were received on the potential health effects of sodium

and sulfates. The National Drinking Water Advisory Council has recommended that consideration be given to the monitoring of these constituents, but has not recommended the adoption of maximum contaminant levels because available data do not support the adoption of any specific levels. EPA has requested the National Academy of Sciences to include sodium and sulfates among the contaminants to be studied by NAS, and to include information on the health effects of sodium and sulfates in the report to be made by NAS in December 1976.

Since a number of persons suffer from diseases which are influenced by dietary sodium intake and since there are others who wish to restrict their sodium intake, it is desirable that the sodium content of drinking water be known. Those affected can, by knowing the sodium concentration in their drinking water, make adjustments to their diets or, in extreme cases, seek alternative sources of water to be used for drinking and food preparation. It is recommended that the States institute programs for regular monitoring of the sodium content of drinking water served to the public, and for informing physicians and consumers of the sodium concentration in drinking water.

A relatively high concentration of sulfate, in drinking water has little or no known laxative effect on regular users of the water, but transients using such water sometimes experience a laxative effect. It is recommended that the States institute monitoring programs for sulfates, and that transients be notified if the sulfate content of the water is high. Such notification should include an assessment of the possible physiological effects of consumption of the water.

PCB'S AND ASBESTOS

An interagency comment expressed concern for asbestos and PCB's in the environment and noted the need for at least a monitoring requirement, if not for MCL's, for these contaminants. EPA is also concerned, but for the moment lacks sufficient evidence regarding analytical methods, health effects, or occurrence in the environment to establish MCL's. The Agency is conducting research and cooperating in research projects to develop criteria for establishing needed limits as quickly as possible. A monitoring study on a number of organic chemical contaminants, including PCB's, for which MCL's are not being established at this time, will be contained in an organic chemical monitoring regulation that is being promulgated with these regulations. Regarding asbestos, HEW and EPA are sponsoring a number of studies this year at an approximate cost of \$16 million to establish health effects, analytical methods and occurrence.

POINT OF MEASUREMENT

Other comments on maximum contaminant levels focused on the proposed requirement that such levels be tested at the consumer's tap. Concern was expressed over the inability of the public water system to control potential sources

of contaminants which are under the control of the consumer.

The promulgated definition of "maximum contaminant level," § 141.2(d), retains the requirement that the maximum contaminant level be measured at the tap except in the case of turbidity, which should be measured at the point of entry to the distribution system. However, the definition has been expanded to make clear that contaminants added to the water by circumstances under the control of the consumer are not the responsibility of the supplier of water, unless the contaminants result from corrosion of piping and plumbing resulting from the quality of the water supplied. It should be noted, however, that this requirement should not be interpreted as to discourage local, aggressive cross connection control measures.

COLIFORM BACTERIA MCL'S

The promulgated MCL's for coliform bacteria are basically the 1962 Public Health Service Standards, with minor refinements and clarifications. However, further changes may be desirable. For example, the MCL's for the membrane filter analytical method do not resolve the question of how many coliform bacteria are assumed to be present in a single highly contaminated sample. Some laboratories assume an upper limit of 50, while others seek to continue to count individual bacteria to a level of 100 or even higher in a single sample. The upper limit assumed will affect the monthly average which is calculated to determine compliance with the MCL's.

Another question relating to the coliform bacteria MCL's is the matter of possible spurious positive samples. As the regulations are written, all routine samples taken to determine compliance with the MCL's must be counted, regardless of the results of analysis of any check samples that may be taken. The reason for this is that bacterial contamination is often intermittent or transient, and as a result negative check samples taken a day or more after a positive sample cannot demonstrate that the positive result was in error. It may be possible, however, to prescribe a means of dealing with spurious positive results without compromising the integrity of the MCL's.

A third question concerning the MCL's for coliform bacteria is the relationship of monthly averages of coliform bacteria levels to monthly percentages of positive samples. For example, the monthly average MCL for the membrane filter method is violated if the monthly average exceeds one coliform bacterium per sample. However, for purposes of determining whether the monthly percentage-of-positive-samples MCL is violated, a sample is counted as positive only if it contains more than four coliform bacteria. Thus, it is possible, particularly when a relatively small number of samples is taken, for a system to fall the monthly average MCL even when no single sample taken during the month is out of compliance with the limit.

These and other questions concerning the coliform bacteria MCL's will be re-

viewed further by EPA. If review indicates that changes in the MCL's are desirable, those changes will be made as soon as possible but within 6 months, in time to take effect at the same time as the initial Interim Primary Drinking Water Regulations.

ORGANIC CHEMICALS

The proposed maximum contaminant levels for organic pesticides, other than the three which are the subject of cancellation and suspension proceedings, have been retained. It is anticipated that additional organic pesticides will be added to the regulations if surveys of pesticides in drinking water being conducted by EPA indicate that this is needed.

The proposed regulations also contained a maximum contaminant level for organic chemicals obtained by the carbon chloroform extract (CCE) method. It was anticipated by Congress that organic chemicals would be dealt with primarily in the Revised Primary Drinking Water Regulations because of the paucity of accurate data on the health effects of various organic chemicals, the large number of such chemicals, uncertainties over appropriate treatment techniques, and the need for additional information on the incidence of specific organic chemicals in drinking water supplies. EPA thought that the CCE standard might provide an appropriate means of dealing with organic chemicals as a class pending action on the Revised Primary Regulations.

The CCE standard was originally developed as a test for undesirable tastes and odors in drinking water. As concern developed over the health effects of organic chemicals, the possibility of using CCE as a health standard rather than an esthetic standard was considered.

As pointed out by numerous comments, CCE has many failings as an indicator of health effects of organic chemicals. To begin with, the test obtains information on only a fraction of the total amount of organic chemicals in the water sampled. Furthermore, there is serious question as to the reliability of CCE in identifying those organic chemicals which are most suspected of adverse health effects. In addition, there are no existing data on which a specific level for CCE can be established on a rational basis. To establish a maximum contaminant level under these circumstances would almost certainly do more harm than good. It could give a false sense of security to persons served by systems which are within the established level and a false sense of alarm to persons served by systems which exceed the level. It also would divert resources from efforts to find more effective ways of dealing with the organic chemicals problem.

EPA believes that the intelligent approach to the organic chemicals question is to move ahead as rapidly as possible along two fronts. First, EPA is adopting simultaneously with these regulations a Subpart E of Part 141, containing requirements for organic chemi-

cal monitoring pursuant to Sections 1445 and 1450 of the Act.

The regulations require that designated public water systems collect samples of raw and treated water for submission to EPA for organics analysis. EPA will analyze the samples for a number of broad organic parameters, including carbon chloroform extract (CCE), volatile and non-volatile total organic carbon (VTOC and NVTOC), total organic chlorine (TOCl), ultraviolet absorbancy, and fluorescence. In addition, monitoring will be required for probably 21 specific organic compounds. Selection of the specific compounds has been based on the occurrence or likelihood of occurrence in treated water, toxicity data and availability of practical analytical methods. Laboratory analyses will be used to evaluate the extent and nature of organic chemical contamination of drinking water, to evaluate the validity of the general organic parameters as surrogates for measures of harmful organic chemicals, and to determine whether there is an adequate basis for establishing maximum contaminant levels for specific organics or groups of organics.

Second, EPA is embarking on an intensive research program to find answers to the following four questions:

1. What are the effects of commonly occurring organic compounds on human health?

2. What analytical procedures should be used to monitor finished drinking water to assure that any Primary Drinking Water Regulations dealing with organics are met?

3. Because some of these organic compounds are formed during water treatment, what changes in treatment practices are required to minimize the formation of these compounds in treated water?

4. What treatment technology must be applied to reduce contaminant levels to concentrations that may be specified in the Primary Drinking Water Regulations?

This research will involve health-effects and epidemiological studies, investigations of analytical methodology, and pilot plant and field studies of organic removal unit processes. Some phases of the research are to be completed by the end of this year, while much of the remainder are to be completed within the next calendar year.

As soon as sufficient information is derived from the monitoring program and related research, the Interim Primary Drinking Water Regulations will be amended so that the organic chemicals problem can be dealt with without delay. The monitoring process will be completed within 1 year.

During the interim period, while satisfactory MCL's for organic contamination in drinking water are being developed, EPA will act in specific cases where appropriate to deal with organic contamination. If the EPA monitoring program reveals serious specific cases of contamination, EPA will work with State and local authorities to identify the source and nature of the problem and to

take remedial action, EPA will also aid the States in identifying additional community water supplies that require analysis.

PUBLIC NOTICE

The public notice requirements proposed in § 141.32 did not distinguish between community and non-community public water systems. They would have required that public notice of non-compliance with applicable regulations be made by newspaper, in water bills, and by other media for all public water systems. These requirements are inappropriate and ineffective in the case of most non-community water systems. Those systems principally serve transients who do not receive water bills from the system and who probably are not exposed significantly to the local media. A more effective approach would be to require notice that can inform the transient before he drinks the system's water, and thereby both warn the transient and provide an incentive to the supplier of water to remedy the violation. Accordingly, Section 141.32 as adopted provides that in the case of non-community systems, the entity with primary enforcement responsibility shall require that notice be given in a form and manner that will insure that the public using the public water system is adequately informed.

The proposed public notice requirements also failed to distinguish between different types of violations of the Interim Primary Drinking Water Regulations. Since the urgency and importance of a notice varies according to the nature of the violation involved, § 141.32 as promulgated seeks to match the type of notice required with the type of violation involved. Written notice accompanying a water bill or other direct notice by mail is required for all violations of the regulations, including violations of monitoring requirements, and for the grant of a variance or exemption. In addition, notice by newspaper and notification to radio and television stations is required whenever a maximum contaminant level is exceeded, or when the entity with primary enforcement responsibility requires such broader notice.

QUALITY CONTROL AND TESTING PROCEDURES

Section 1401(1) of the Act defines "primary drinking water regulation" to include "quality control and testing procedures." The promulgated regulations include testing requirements for each maximum contaminant level, including check samples and special samples in appropriate cases. The regulations also specify the procedures to be followed in analyzing samples for each of the maximum contaminant levels. These procedures will be updated from time to time as advances are made in analytical methods. For example, references to "Standard Methods for the Examination of Water and Wastewater" are to the current, 13th, edition, but these references will be changed to cite the 14th edition when it is available in the near future.

A key element of quality control for public water systems is accurate laboratory analysis. Section 141.28 of the regulations provides that analyses conducted for the purpose of determining compliance with maximum contaminant levels must be conducted by a laboratory approved by the entity with primary enforcement responsibility. EPA will develop as soon as possible, in cooperation with the States and other interested parties, criteria and procedures for laboratory certification. A State with primary enforcement responsibility will have a laboratory certified by EPA pursuant to the prescribed criteria and procedures, and in turn will certify laboratories within the State.

Record-keeping requirements and reports to the State also will assist in quality control efforts.

RECORD-KEEPING

Adequate record-keeping is necessary for the proper operation and administration of a public water system. It is also important for providing information to the public, providing appropriate data for inspection and enforcement activities and providing information on which future regulations can be based. Accordingly, a new § 141.33 has been added to the regulations to require that each public water system maintain records of sample analyses and of actions to correct violations of the Primary Drinking Water Regulations.

ECONOMIC AND COST ANALYSIS

A comprehensive economics study has been made of the Interim Primary Drinking Water Regulations. This study estimates the costs of the regulations, evaluates the potential economic impact, and considers possible material and labor shortages. The results of this analysis are summarized here.

Total investment costs to community water systems to achieve compliance with these regulations are estimated to be between \$1,050 and \$1,765 million. It is estimated that non-community systems will invest an additional \$24 million. The range of the estimate is due to uncertainty as to the design flow that will be used in installing treatment facilities. Systems not in compliance will have to consider sizing their new components to reflect average daily flow conditions, or maximum daily flow conditions in cases where system storage is not adequate.

This investment will be spread over several years. Investor-owned systems will bear about one-fourth of these costs, and publicly-owned systems the remainder. It is not anticipated that systems will have difficulty financing these capital requirements.

In annual terms, national costs are expected to be within the following ranges:

	In millions
Capital costs.....	\$146-247
Operations and maintenance.....	263-263
Monitoring (routine only).....	17- 35
Total	\$426-545

Although these aggregate figures are large, most water consumers will not be

significantly affected. For those users in systems serving 10,000 persons or more, the average annual treatment cost per capita may increase from less than \$1.00 for systems requiring disinfection and lead control, to between \$15 to \$35 for control of turbidity and heavy metal removal. For systems serving less than 100 persons, the average annual per capita costs of disinfection, lead control and fluoride/arsenic removal are estimated to be between \$2.10 and \$11.80. However, if turbidity control or heavy metal removal were required in a system of this size then costs are expected to range from \$52 to \$237 per year per capita. EPA is aware of the serious potential economic impact on users in these small systems. However, the legislative history specifies that the regulations should be based on costs that can be reasonably afforded by large metropolitan or regional systems. Further economic evaluation of these systems is being conducted, and realistic options for these small systems are being reviewed. Options that will be under consideration include less costly treatment technologies; formation of regional systems; and use of alternative water sources. Industrial and commercial users, whether providing their own water or using public systems, are not expected to be significantly affected by these regulations.

Possible constraints to the implementation of the interim primary regulations were examined. Although there will be an increase in demand for chemicals, manpower, laboratories, and construction of treatment facilities, it is not anticipated that any of these factors will be a serious obstacle to implementation of these regulations over a reasonable time frame.

For the reasons given above, Chapter 40 of the Code of Federal Regulations is hereby amended by the addition of the following new Part 141. These regulations will take effect 18 months after promulgation.

(It is hereby certified that the economic and inflationary impacts of these regulations have been carefully evaluated in accordance with Executive Order 11821)

Dated: December 10, 1975.

RUSSELL E. TRAIN,
Administrator

Support A—General

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- 141.11 Maximum contaminant levels for inorganic chemicals.
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Subpart D—Reporting, Public Notification, and Record-keeping

- 141.31 Reporting requirements.
- 141.32 Public notification of variances, exemptions, and non-compliance with regulations.
- 141.33 Record maintenance.

AUTHORITY: Secs. 1412, 1414, 1445, and 1450 of the Public Health Service Act, 88 Stat. 1660 (42 U.S.C. 300g-1, 300g-3, 300j-4, and 300j-9).

Subpart A—General

§ 141.1 Applicability.

This part establishes primary drinking water regulations pursuant to section 1412 of the Public Health Service Act, as amended by the Safe Drinking Water Act (Pub. L. 93-523); and related regulations applicable to public water systems.

§ 141.2 Definitions.

As used in this part, the term:

(a) "Act" means the Public Health Service Act, as amended by the Safe Drinking Water Act, Pub. L. 93-523.

(b) "Contaminant" means any physical, chemical, biological, or radiological substance or matter in water.

(c) "Maximum contaminant level" means the maximum permissible level of a contaminant in water which is delivered to the free flowing outlet of the ultimate user of a public water system, except in the case of turbidity where the maximum permissible level is measured at the point of entry to the distribution system. Contaminants added to the water under circumstances controlled by the user, except those resulting from corrosion of piping and plumbing caused by water quality, are excluded from this definition.

(d) "Person" means an individual, corporation, company, association, partnership, State, municipality, or Federal agency.

(e) "Public water system" means a system for the provision to the public of piped water for human consumption, if such system has at least fifteen service connections or regularly serves an average of at least twenty-five individuals daily at least 60 days out of the year. Such term includes (1) any collection, treatment, storage, and distribution facilities under control of the operator of such system and used primarily in connection with such system, and (2) any collection or pretreatment storage facilities not under such control which are used primarily in connection with such system. A public water system is either a "community water system" or a "non-community water system."

(i) "Community water system" means a public water system which serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents.

(ii) "Non-community water system" means a public water system that is not a community water system.

(f) "Sanitary survey" means an on-site review of the water source, facilities, equipment, operation and maintenance of a public water system for the purpose of evaluating the adequacy of such source, facilities, equipment, operation and maintenance for producing and distributing safe drinking water.

(g) "Standard sample" means the aliquot of finished drinking water that is examined for the presence of coliform bacteria.

(h) "State" means the agency of the State government which has jurisdiction over public water systems. During any period when a State does not have primary enforcement responsibility pursuant to Section 1413 of the Act, the term "State" means the Regional Administrator, U.S. Environmental Protection Agency.

(i) "Supplier of water" means any person who owns or operates a public water system.

§ 141.3 Coverage.

This part shall apply to each public water system, unless the public water system meets all of the following conditions:

(a) Consists only of distribution and storage facilities (and does not have any collection and treatment facilities);

(b) Obtains all of its water from, but is not owned or operated by, a public water system to which such regulations apply;

(c) Does not sell water to any person; and

(d) Is not a carrier which conveys passengers in interstate commerce.

§ 141.4 Variances and exemptions.

Variances or exemptions from certain provisions of these regulations may be granted pursuant to Sections 1415 and 1416 of the Act by the entity with primary enforcement responsibility. Provisions under Part 142, *National Interim Primary Drinking Water Regulations Implementation*—subpart E (Variances) and subpart F (Exemptions)—apply where EPA has primary enforcement responsibility.

§ 141.5 Siting requirements.

Before a person may enter into a financial commitment for or initiate construction of a new public water system or increase the capacity of an existing public water system, he shall notify the State and, to the extent practicable, avoid locating part or all of the new or expanded facility at a site which:

(a) Is subject to a significant risk from earthquakes, floods, fires or other disasters which could cause a breakdown of the public water system or a portion thereof; or

(b) Except for intake structures; is within the floodplain of a 100-year flood or is lower than any recorded high tide where appropriate records exist.

The U.S. Environmental Protection Agency will not seek to override land use decisions affecting public water systems siting which are made at the State or local government levels.

§ 141.6 Effective date.

The regulations set forth in this part shall take effect 18 months after the date of promulgation.

Subpart B—Maximum Contaminant Levels

§ 141.11 Maximum contaminant levels for inorganic chemicals.

(a) The maximum contaminant level for nitrate is applicable to both community water systems and non-community water systems. The levels for the other inorganic chemicals apply only to community water systems. Compliance with maximum contaminant levels for inorganic chemicals is calculated pursuant to § 141.23.

(b) The following are the maximum contaminant levels for inorganic chemicals other than fluoride:

Contaminant	Level, milligrams per liter
Arsenic	0.05
Barium	1.
Cadmium	0.010
Chromium	0.05
Lead	0.05
Mercury	0.002
Nitrate (as N)	10.
Selenium	0.01
Silver	0.05

(c) When the annual average of the maximum daily air temperatures for the location in which the community water system is situated is the following, the maximum contaminant levels for fluoride are:

Temperature Degrees Fahrenheit	Degrees Celsius	Level, milligrams per liter
53.7 and below	12.0 and below	2.4
53.8 to 58.3	12.1 to 14.6	2.2
58.4 to 63.8	14.7 to 17.6	2.0
63.9 to 70.6	17.7 to 21.4	1.8
70.7 to 79.2	21.5 to 26.2	1.6
79.3 to 90.5	26.3 to 32.5	1.4

§ 141.12 Maximum contaminant levels for organic chemicals.

The following are the maximum contaminant levels for organic chemicals. They apply only to community water systems. Compliance with maximum contaminant levels for organic chemicals is calculated pursuant to § 141.24.

	Level, milligrams per liter
(a) Chlorinated hydrocarbons:	
Endrin (1,2,3,4,10, 10-hexachloro-6,7-epoxy-1,4, 4a,5,6,7,8,8a-octa-hydro-1,4-endo, endo-5,8 - di-methano-naphthalene).	0.0002
Lindane (1,2,3,4,5,6-hexachloro-cyclohexane, gamma isomer).	0.004
Methoxychlor (1,1,1-Trichloro-2, 2 - bis [p-methoxyphenyl] ethane).	0.1
Toxaphene (C ₁₂ H ₈ Cl ₈ -Technical chlorinated camphene, 67-69 percent chlorine).	0.005

- (b) Chlorophenoxys:
2,4-D, [2,4-Dichlorophenoxyacetic acid] 0.1
2,4,5-TP, Silvex (2,4,5-Trichlorophenoxypropionic acid) 0.01

§ 141.13 Maximum contaminant levels for turbidity.

The maximum contaminant levels for turbidity are applicable to both community water systems and non-community water systems using surface water sources in whole or in part. The maximum contaminant levels for turbidity in drinking water, measured at a representative entry point(s) to the distribution system, are:

(a) One turbidity unit (TU), as determined by a monthly average pursuant to § 141.22, except that five or fewer turbidity units may be allowed if the supplier of water can demonstrate to the State that the higher turbidity does not do any of the following:

- (1) Interfere with disinfection;
- (2) Prevent maintenance of an effective disinfectant agent throughout the distribution system; or
- (3) Interfere with microbiological determinations.

(b) Five turbidity units based on an average for two consecutive days pursuant to § 141.22.

§ 141.14 Maximum microbiological contaminant levels.

The maximum contaminant levels for coliform bacteria, applicable to community water systems and non-community water systems, are as follows:

(a) When the membrane filter technique pursuant to § 141.21(a) is used, the number of coliform bacteria shall not exceed any of the following:

(1) One per 100 milliliters as the arithmetic mean of all samples examined per month pursuant to § 141.21(b) or (c);

(2) Four per 100 milliliters in more than one sample when less than 20 are examined per month; or

(3) Four per 100 milliliters in more than five percent of the samples when 20 or more are examined per month.

(b) (1) When the fermentation tube method and 10 milliliter standard portions pursuant to § 141.21(a) are used, coliform bacteria shall not be present in any of the following:

(i) more than 10 percent of the portions in any month pursuant to § 141.21(b) or (c);

(ii) three or more portions in more than one sample when less than 20 samples are examined per month; or

(iii) three or more portions in more than five percent of the samples when 20 or more samples are examined per month.

(2) When the fermentation tube method and 100 milliliter standard portions pursuant to § 141.21(a) are used, coliform bacteria shall not be present in any of the following:

(i) more than 60 percent of the portions in any month pursuant to § 141.21(b) or (c);

(ii) five portions in more than one sample when less than five samples are examined per month; or

(iii) five portions in more than 20 percent of the samples when five or more samples are examined per month.

(c) For community or non-community systems that are required to sample at a rate of less than 4 per month, compliance with paragraphs (a), (b) (1), or (b) (2) of this section shall be based upon sampling during a 3 month period, except that, at the discretion of the State, compliance may be based upon sampling during a one-month period.

Subpart C—Monitoring and Analytical Requirements

§ 141.21 Microbiological contaminant sampling and analytical requirements.

(a) Suppliers of water for community water systems and non-community water systems shall analyze for coliform bacteria for the purpose of determining compliance with § 141.14. Analyses shall be conducted in accordance with the analytical recommendations set forth in "Standard Methods for the Examination of Water and Wastewater," American Public Health Association, 13th Edition, pp. 662-688, except that a standard sample size shall be employed. The standard sample used in the membrane filter procedure shall be 100 milliliters. The standard sample used in the 5 tube most probable number (MPN) procedure (fermentation tube method) shall be 5 times the standard portion. The standard portion is either 10 milliliters or 100 milliliters as described in § 141.14 (b) and (c). The samples shall be taken at points which are representative of the conditions within the distribution system.

(b) The supplier of water for a community water system shall take coliform density samples at regular time intervals, and in number proportionate to the population served by the system. In no event shall the frequency be less than as set forth below:

Population served:	Minimum number of samples per month
25 to 1,000	1
1,001 to 2,500	2
2,501 to 3,300	3
3,301 to 4,100	4
4,101 to 4,900	5
4,901 to 5,800	6
5,801 to 6,700	7
6,701 to 7,600	8
7,601 to 8,500	9
8,501 to 9,400	10
9,401 to 10,300	11
10,301 to 11,100	12
11,101 to 12,000	13
12,001 to 12,900	14
12,901 to 13,700	15
13,701 to 14,600	16
14,601 to 15,500	17
15,501 to 16,300	18
16,301 to 17,200	19
17,201 to 18,100	20
18,101 to 18,900	21
18,901 to 19,800	22
19,801 to 20,700	23
20,701 to 21,500	24
21,501 to 22,300	25
22,301 to 23,200	26
23,201 to 24,000	27
24,001 to 24,900	28
24,901 to 25,000	29
25,001 to 28,000	30

28,001 to 33,000	35
33,001 to 37,000	40
37,001 to 41,000	45
41,001 to 46,000	50
46,001 to 50,000	55
50,001 to 54,000	60
54,001 to 59,000	65
59,001 to 64,000	70
64,001 to 70,000	75
70,001 to 78,000	80
78,001 to 83,000	85
83,001 to 90,000	90
90,001 to 98,000	95
98,001 to 111,000	100
111,001 to 130,000	110
130,001 to 160,000	120
160,001 to 190,000	130
190,001 to 220,000	140
220,001 to 250,000	150
250,001 to 290,000	160
290,001 to 320,000	170
320,001 to 360,000	180
360,001 to 410,000	190
410,001 to 450,000	200
450,001 to 500,000	210
500,001 to 550,000	220
550,001 to 600,000	230
600,001 to 660,000	240
660,001 to 720,000	250
720,001 to 780,000	260
780,001 to 840,000	270
840,001 to 910,000	280
910,001 to 970,000	290
970,001 to 1,050,000	300
1,050,001 to 1,140,000	310
1,140,001 to 1,230,000	320
1,230,001 to 1,320,000	330
1,320,001 to 1,420,000	340
1,420,001 to 1,520,000	350
1,520,001 to 1,630,000	360
1,630,001 to 1,730,000	370
1,730,001 to 1,850,000	380
1,850,001 to 1,970,000	390
1,970,001 to 2,060,000	400
2,060,001 to 2,270,000	410
2,270,001 to 2,510,000	420
2,510,001 to 2,760,000	430
2,760,001 to 3,020,000	440
3,020,001 to 3,320,000	450
3,320,001 to 3,620,000	460
3,620,001 to 3,960,000	470
3,960,001 to 4,310,000	480
4,310,001 to 4,690,000	490
4,690,001 or more	500

Based on a history of no coliform bacterial contamination and on a sanitary survey by the State showing the water system to be supplied solely by a protected ground water source and free of sanitary defects, a community water system serving 25 to 1,000 persons, with written permission from the State, may reduce this sampling frequency except that in no case shall it be reduced to less than one per quarter.

(c) The supplier of water for a non-community water system shall sample for coliform bacteria in each calendar quarter during which the system provides water to the public. Such sampling shall begin within two years after the effective date of this part. If the State, on the basis of a sanitary survey, determines that some other frequency is more appropriate, that frequency shall be the frequency required under these regulations. Such frequency shall be confirmed or changed on the basis of subsequent surveys.

(d) (1) When the coliform bacteria in a single sample exceed four per 100 milliliters (§ 141.14(a)), at least two consecutive daily check samples shall be collected and examined from the same sampling point. Additional check samples shall be collected daily, or at a frequency estab-

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lished by the State, until the results obtained from at least two consecutive check samples show less than one coliform bacterium per 100 milliliters.

(2) When coliform bacteria occur in three or more 10 ml portions of a single sample (§ 141.14(b)(1)), at least two consecutive daily check samples shall be collected and examined from the same sampling point. Additional check samples shall be collected daily, or at a frequency established by the State, until the results obtained from at least two consecutive check samples show no positive tubes.

(3) When coliform bacteria occur in all five of the 100 ml portions of a single sample (§ 141.14(b)(2)), at least two daily check samples shall be collected and examined from the same sampling point. Additional check samples shall be collected daily, or at a frequency established by the State, until the results obtained from at least two consecutive check samples show no positive tubes.

(4) The location at which the check samples were taken pursuant to paragraphs (d)(1), (2), or (3) of this section shall not be eliminated from future sampling without approval of the State. The results from all coliform bacterial analyses performed pursuant to this subpart, except those obtained from check samples and special purpose samples, shall be used to determine compliance with the maximum contaminant level for coliform bacteria as established in § 141.14. Check samples shall not be included in calculating the total number of samples taken each month to determine compliance with § 141.21 (b) or (c).

(e) When the presence of coliform bacteria in water taken from a particular sampling point has been confirmed by any check samples examined as directed in paragraphs (d)(1), (2), or (3) of this section, the supplier of water shall report to the State within 48 hours.

(f) When a maximum contaminant level set forth in paragraphs (a), (b) or (c) of § 141.14 is exceeded, the supplier of water shall report to the State and notify the public as prescribed in § 141.31 and § 141.32.

(g) Special purpose samples, such as those taken to determine whether disinfection practices following pipe placement, replacement, or repair have been sufficient, shall not be used to determine compliance with § 141.14 or § 141.21 (b) or (c).

(h) A supplier of water of a community water system or a non-community water system may, with the approval of the State and based upon a sanitary survey, substitute the use of chlorine residual monitoring for not more than 75 percent of the samples required to be taken by paragraph (b) of this section. *Provided*, That the supplier of water takes chlorine residual samples at points which are representative of the conditions within the distribution system at the frequency of at least four for each substituted microbiological sample. There shall be at least daily determinations of chlorine residual. When the supplier of water exercises the option provided in this paragraph (h) of this section, he shall maintain no less than

0.2 mg/l free chlorine throughout the public water distribution system. When a particular sampling point has been shown to have a free chlorine residual less than 0.2 mg/l, the water at that location shall be retested as soon as practicable and in any event within one hour. If the original analysis is confirmed, this fact shall be reported to the State within 48 hours. Also, if the analysis is confirmed, a sample for coliform bacterial analysis must be collected from that sampling point as soon as practicable and preferably within one hour, and the results of such analysis reported to the State within 48 hours after the results are known to the supplier of water. Analyses for residual chlorine shall be made in accordance with "Standard Methods for the Examination of Water and Wastewater," 13th Ed., pp. 129-132. Compliance with the maximum contaminant levels for coliform bacteria shall be determined on the monthly mean or quarterly mean basis specified in § 141.14, including those samples taken as a result of failure to maintain the required chlorine residual level. The State may withdraw its approval of the use of chlorine residual substitution at any time.

§ 141.22 Turbidity sampling and analytical requirements.

(a) Samples shall be taken by suppliers of water for both community water systems and non-community water systems at a representative entry point(s) to the water distribution system at least once per day, for the purpose of making turbidity measurements to determine compliance with § 141.13. The measurement shall be made by the Nephelometric Method in accordance with the recommendations set forth in "Standard Methods for the Examination of Water and Wastewater," American Public Health Association, 13th Edition, pp. 350-353, or "Methods for Chemical Analysis of Water and Wastes," pp. 295-298, Environmental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

(b) If the result of a turbidity analysis indicates that the maximum allowable limit has been exceeded, the sampling and measurement shall be confirmed by resampling as soon as practicable and preferably within one hour. If the repeat sample confirms that the maximum allowable limit has been exceeded, the supplier of water shall report to the State within 48 hours. The repeat sample shall be the sample used for the purpose of calculating the monthly average. If the monthly average of the daily samples exceeds the maximum allowable limit, or if the average of two samples taken on consecutive days exceeds 5 TU, the supplier of water shall report to the State and notify the public as directed in § 141.31 and § 141.32.

(c) Sampling for non-community water systems shall begin within two years after the effective date of this part.

(d) The requirements of this § 141.22 shall apply only to public water systems which use water obtained in whole or in part from surface sources.

§ 141.23 Inorganic chemical sampling and analytical requirements.

(a) Analyses for the purpose of determining compliance with § 141.11 are required as follows:

(1) Analyses for all community water systems utilizing surface water sources shall be completed within one year following the effective date of this part. These analyses shall be repeated at yearly intervals.

(2) Analyses for all community water systems utilizing only ground water sources shall be completed within two years following the effective date of this part. These analyses shall be repeated at three-year intervals.

(3) For non-community water systems, whether supplied by surface or ground water sources, analyses for nitrate shall be completed within two years following the effective date of this part. These analyses shall be repeated at intervals determined by the State.

(b) If the result of an analysis made pursuant to paragraph (a) indicates that the level of any contaminant listed in § 141.11 exceeds the maximum contaminant level, the supplier of water shall report to the State within 7 days and initiate three additional analyses at the same sampling point within one month.

(c) When the average of four analyses made pursuant to paragraph (b) of this section, rounded to the same number of significant figures as the maximum contaminant level for the substance in question, exceeds the maximum contaminant level, the supplier of water shall notify the State pursuant to § 141.31 and give notice to the public pursuant to § 141.32. Monitoring after public notification shall be at a frequency designated by the State and shall continue until the maximum contaminant level has not been exceeded in two successive samples or until a monitoring schedule as a condition to a variance, exemption or enforcement action shall become effective.

(d) The provisions of paragraphs (b) and (c) of this section notwithstanding, compliance with the maximum contaminant level for nitrate shall be determined on the basis of the mean of two analyses. When a level exceeding the maximum contaminant level for nitrate is found, a second analysis shall be initiated within 24 hours, and if the mean of the two analyses exceeds the maximum contaminant level, the supplier of water shall report his findings to the State pursuant to § 141.31 and shall notify the public pursuant to § 141.32.

(e) For the initial analyses required by paragraph (a)(1), (2) or (3) of this section, data for surface waters acquired within one year prior to the effective date and data for ground waters acquired within 3 years prior to the effective date of this part may be substituted at the discretion of the State.

(f) Analyses conducted to determine compliance with § 141.11 shall be made in accordance with the following methods:

(1) Arsenic—Atomic Absorption Method, "Methods for Chemical Analysis of Water and Wastes," pp. 95-96, Environ-

mental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

(2) Barium—Atomic Absorption Method, "Standard Methods for the Examination of Water and Wastewater," 13th Edition, pp. 210-215, or "Methods for Chemical Analysis of Water and Wastes," pp. 97-98, Environmental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

(3) Cadmium—Atomic Absorption Method, "Standard Methods for the Examination of Water and Wastewater," 13th Edition, pp. 210-215, or "Methods for Chemical Analysis of Water and Wastes," pp. 101-103, Environmental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

(4) Chromium—Atomic Absorption Method, "Standard Methods for the Examination of Water and Wastewater," 13th Edition, pp. 210-215, or "Methods for Chemical Analysis of Water and Wastes," pp. 105-106, Environmental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

(5) Lead—Atomic Absorption Method, "Standard Methods for the Examination of Water and Wastewater," 13th Edition, pp. 210-215, or "Methods for Chemical Analysis of Water and Wastes," pp. 112-113, Environmental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

(6) Mercury—Flameless Atomic Absorption Method, "Methods for Chemical Analysis of Water and Wastes," pp. 118-126, Environmental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

(7) Nitrate—Brucine Colorimetric Method, "Standard Methods for the Examination of Water and Wastewater," 13th Edition, pp. 461-464, or Cadmium Reduction Method, "Methods for Chemical Analysis of Water and Wastes," pp. 201-206, Environmental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

(8) Selenium—Atomic Absorption Method, "Methods for Chemical Analysis of Water and Wastes," p. 145, Environmental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

(9) Silver—Atomic Absorption Method, "Standard Methods for the Examination of Water and Wastewater," 13th Edition, pp. 210-215, or "Methods for Chemical Analysis of Water and Wastes," p. 146, Environmental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

(10) Fluoride—Electrode Method, "Standard Methods for the Examination of Water and Wastewater," 13th Edition, pp. 172-174, or "Methods for Chemical Analysis of Water and Wastes," pp. 65-67, Environmental Protection Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974; or Colorimetric Method with Preliminary Distillation, "Standard Methods for the Examination of Water and Wastewater," 13th Edition, pp. 175-177 and 174-176, or "Methods for Chemical Analysis of Water and Wastes," pp. 59-60, Environmental Protection

Agency, Office of Technology Transfer, Washington, D.C. 20460, 1974.

§ 141.24 Organic chemical sampling and analytical requirements.

(a) An analysis of substances for the purpose of determining compliance with § 141.12 shall be made as follows:

(1) For all community water systems utilizing surface water sources, analyses shall be completed within one year following the effective date of this part. Samples analyzed shall be collected during the period of the year designated by the State as the period when contamination by pesticides is most likely to occur. These analyses shall be repeated at intervals specified by the State but in no event less frequently than at three year intervals.

(2) For community water systems utilizing only ground water sources, analyses shall be completed by those systems specified by the State.

(b) If the result of an analysis made pursuant to paragraph (a) of this section indicates that the level of any contaminant listed in § 141.12 exceeds the maximum contaminant level, the supplier of water shall report to the State within 7 days and initiate three additional analyses within one month.

(c) When the average of four analyses made pursuant to paragraph (b) of this section, rounded to the same number of significant figures as the maximum contaminant level for the substance in question, exceeds the maximum contaminant level, the supplier of water shall report to the State pursuant to § 141.31 and give notice to the public pursuant to § 141.32. Monitoring after public notification shall be at a frequency designated by the State and shall continue until the maximum contaminant level has not been exceeded in two successive samples or until a monitoring schedule as a condition to a variance, exemption or enforcement action shall become effective.

(d) For the initial analysis required by paragraph (a) (1) and (2) of this section, data for surface water acquired within one year prior to the effective date of this part and data for ground water acquired within three years prior to the effective date of this part may be substituted at the discretion of the State.

(e) Analyses made to determine compliance with § 141.12(a) shall be made in accordance with "Method for Organochlorine Pesticides in Industrial Effluents," MDQARL, Environmental Protection Agency, Cincinnati, Ohio, November 28, 1973.

(f) Analyses made to determine compliance with § 141.12(b) shall be conducted in accordance with "Methods for Chlorinated Phenoxy Acid Herbicides in Industrial Effluents," MDQARL, Environmental Protection Agency, Cincinnati, Ohio, November 28, 1973.

§ 141.27 Alternative analytical techniques.

With the written permission of the State, concurred in by the Administrator of the U.S. Environmental Protection Agency, an alternative analytical

technique may be employed. An alternative technique shall be acceptable only if it is substantially equivalent to the prescribed test in both precision and accuracy as it relates to the determination of compliance with any maximum contaminant level. The use of the alternative analytical technique shall not decrease the frequency of monitoring required by this part.

§ 141.28 Approved laboratories.

For the purpose of determining compliance with § 141.21 through § 141.27, samples may be considered only if they have been analyzed by a laboratory approved by the State except that measurements for turbidity and free chlorine residual may be performed by any person acceptable to the State.

§ 141.29 Monitoring of consecutive public water systems.

When a public water system supplies water to one or more other public water systems, the State may modify the monitoring requirements imposed by this part to the extent that the interconnection of the systems justifies treating them as a single system for monitoring purposes. Any modified monitoring shall be conducted pursuant to a schedule specified by the State and concurred in by the Administrator of the U.S. Environmental Protection Agency.

Subpart D—Reporting, Public Notification and Record Keeping

§ 141.31 Reporting requirements.

(a) Except where a shorter reporting period is specified in this part, the supplier of water shall report to the State within 40 days following a test, measurement or analysis required to be made by this part, the results of that test, measurement or analysis.

(b) The supplier of water shall report to the State within 48 hours the failure to comply with any primary drinking water regulation (including failure to comply with monitoring requirements) set forth in this part.

(c) The supplier of water is not required to report analytical results to the State in cases where a State laboratory performs the analysis and reports the results to the State office which would normally receive such notification from the supplier.

§ 141.32 Public notification.

(a) If a community water system fails to comply with an applicable maximum contaminant level established in Subpart B, fails to comply with an applicable testing procedure established in Subpart C of this part, is granted a variance or an exemption from an applicable maximum contaminant level, fails to comply with the requirements of any schedule prescribed pursuant to a variance or exemption, or fails to perform any monitoring required pursuant to Section 1445 (a) of the Act, the supplier of water shall notify persons served by the system of the failure or grant by inclusion of a notice in the first set of water bills of the system issued after the failure or grant

and in any event by written notice within three months. Such notice shall be repeated at least once every three months so long as the system's failure continues or the variance or exemption remains in effect. If the system issues water bills less frequently than quarterly, or does not issue water bills, the notice shall be made by or supplemented by another form of direct mail.

(b) If a community water system has failed to comply with an applicable maximum contaminant level, the supplier of water shall notify the public of such failure, in addition to the notification required by paragraph (a) of this section, as follows:

(1) By publication on not less than three consecutive days in a newspaper or newspapers of general circulation in the area served by the system. Such notice shall be completed within fourteen days after the supplier of water learns of the failure.

(2) By furnishing a copy of the notice to the radio and television stations serving the area served by the system. Such notice shall be furnished within seven days after the supplier of water learns of the failure.

(c) If the area served by a community water system is not served by a daily newspaper of general circulation, notification by newspaper required by paragraph (b) of this section shall instead be given by publication on three consecutive weeks in a weekly newspaper of general circulation serving the area. If no weekly or daily newspaper of general circulation serves the area, notice shall be given by posting the notice in post offices within the area served by the system.

(d) If a non-community water system fails to comply with an applicable maximum contaminant level established in Subpart B of this part, fails to comply with an applicable testing procedure established in Subpart C of this part, is granted a variance or an exemption from an applicable maximum contaminant level, fails to comply with the requirement of any schedule prescribed pursuant to a variance or exemption or fails to perform any monitoring required pursuant to Section 1445(a) of the Act, the supplier of water shall give notice of such failure or grant to the persons served by the system. The form and manner of such notice shall be prescribed by the State, and shall insure that the public using the system is adequately informed of the failure or grant.

(e) Notices given pursuant to this section shall be written in a manner reasonably designed to inform fully the users of the system. The notice shall be conspicuous and shall not use unduly technical language, unduly small print or other methods which would frustrate the purpose of the notice. The notice shall disclose all material facts regarding the subject including the nature of the problem and, when appropriate, a clear statement that a primary drinking water regulation has been violated and any preventive measures that should be taken by the public. Where appropriate, or where designated by the State, bilingual notice shall be given. Notices may include a bal-

anced explanation of the significance or seriousness to the public health of the subject of the notice, a fair explanation of steps taken by the system to correct any problem and the results of any additional sampling.

(f) Notice to the public required by this section may be given by the State on behalf of the supplier of water.

(g) In any instance in which notification by mail is required by paragraph (a) of this section but notification by newspaper or to radio or television stations is not required by paragraph (b) of this section, the State may order the supplier of water to provide notification by newspaper and to radio and television stations when circumstances make more immediate or broader notice appropriate to protect the public health.

§ 141.33 Record maintenance.

Any owner or operator of a public water system subject to the provisions of this part shall retain on its premises or at a convenient location near its premises the following records:

(a) Records of bacteriological analyses made pursuant to this part shall be kept for not less than 5 years. Records of chemical analyses made pursuant to this part shall be kept for not less than 10 years. Actual laboratory reports may be kept, or data may be transferred to tabular summaries, provided that the following information is included:

(1) The date, place, and time of sampling, and the name of the person who collected the sample;

(2) Identification of the sample as to whether it was a routine distribution system sample, check sample, raw or process water sample or other special purpose sample;

(3) Date of analysis;

(4) Laboratory and person responsible for performing analysis;

(5) The analytical technique/method used; and

(6) The results of the analysis.

(b) Records of action taken by the system to correct violations of primary drinking water regulations shall be kept for a period not less than 3 years after the last action taken with respect to the particular violation involved.

(c) Copies of any written reports, summaries or communications relating to sanitary surveys of the system conducted by the system itself, by a private consultant, or by any local, State or Federal agency, shall be kept for a period not less than 10 years after completion of the sanitary survey involved.

(d) Records concerning a variance or exemption granted to the system shall be kept for a period ending not less than 5 years following the expiration of such variance or exemption.

A PROTOTYPE FOR DEVELOPMENT OF
ROUTINE OPERATIONAL PROCEDURES

for the
COLLECTION AND HANDLING OF DRINKING WATER SAMPLES

as applied in
DRINKING WATER TREATMENT FACILITIES
and in the
DISTRIBUTION SYSTEMS OF DRINKING WATER TREATMENT FACILITIES

National Training and Operational Technology Center
Municipal Operations and Training Division
Office of Water Program Operations
U. S. Environmental Protection Agency

Collection and Handling of Drinking Water Samples¹

When the laboratory has been delegated responsibility for sample collecting, handling, and preservation, there must be strict adherence to correct sampling procedures, complete identification of the sample, and prompt transfer of the sample to the laboratory as described in "Standard Methods," 13th edition, section 450, p. 657-660.

The sample must be representative of the potable water system. The sampling program must include examination of the finished water at selected sites that systematically cover the distribution network.

Minimum sample frequency must be that specified in the National Interim Primary Drinking Water Regulations, 40 CFR 141.21.

The collector must be trained in sampling procedures and approved by the State regulatory authority or its delegated representative.

The water tap must be sampled after maintaining a steady flow for 2 or 3 minutes to clear service line. The tap is free of aerator, strainer, hose attachment, or water purification devices.

The sample volume must be a minimum of 100 ml. The sample bottle must be filled only to the shoulder to provide space for mixing.

The sample report form must be completed immediately after collection with location, date and time of collection, chlorine residual, collector's name, and remarks.

Sample bottles must be of at least 120 ml capacity, sterile plastic or hard glass, wide mouthed with stopper or plastic screw cap, and capable of withstanding repeated sterilization. Sodium thiosulfate (100 mg/l) is added to all sample bottles during preparation. As an example, 0.1 ml of a 10 percent solution is required in a 4-oz (120 ml) bottle.

Date and time of sample arrival must be added to the sample report form when sample is received in the laboratory.

State regulations relating to chain-of-custody, if required, must be followed in the field and in the laboratory.

Samples delivered by collectors to the laboratory must be analyzed on the day of collection.

Where it is necessary to send water samples by mail, bus, United Parcel Service, courier service, or private shipping, holding/transit time between sampling and analyses must not exceed 30 hours.

When possible, samples are refrigerated during transit and during storage in the laboratory (optional).

¹ MINIMUM REQUIREMENTS except where indicated as OPTIONAL.

If the laboratory is required by State regulation to examine samples after 30 hours and up to 48 hours, the laboratory must indicate that the data may be invalid because of excessive delay before sample processing. Samples arriving after 48 hours shall be refused without exception and a new sample requested. (The problem of holding time is under investigation by EPA.)

At least one bottle per batch of sterilized sample bottles must be checked by adding approximately 25 ml of sterile LJB broth to each bottle. It must be incubated at $35 \pm 0.5^{\circ}\text{C}$ for 24 hours and checked for growth.

Dried glassware must be sterilized at a minimum of 170°C for 2 hours

Sample collection bottles (empty) } Autoclave sterilization at $121^{\circ}\text{C}/30$ minutes
Individual glassware items }

Sample identified immediately after collection

Identification includes, water source, location, time and date of collection, and collector's name; insufficiently identified samples discarded

Chlorine residual where applicable

WATER MONITORING PROCEDURE: Collection and Handling of Drinking Water Samples

1. Analysis Objectives:

Proper technique for the collection and handling of a sample for bacteriological examination taken from drinking water sources.

2. Brief Description of Analysis:

After assembly of necessary equipment and travel to the sample site, the sample is collected in a manner which does not bias the sample and produces a representative sample. Samples are collected in a suitable, labeled, sterilized sample bottle which contains a chemical agent to inactivate the chlorine disinfectant in the sample collected.

Controlled handling conditions maintain the integrity of the sample until its delivery to the laboratory within specified time limitations.

3. Applicability of this Procedure:

Treatment of Interferences in Samples:

This procedure includes directions for dechlorination of samples sufficient to act upon samples containing up to 15 mg/l of residual chlorine.

Source of Procedure: Standard Methods for the Examination of Water and Wastewater, 14th Ed., 1975.

WATER MONITORING PROCEDURE: Collection and Handling of Drinking Water Samples
General Description of Equipment and Supplies Used in the Procedure

A. Capital Equipment:

1. Autoclave, providing uniform temperatures up to, and including 121° C, equipped with an accurate thermometer, pressure gages, safety features, saturated steam power lines and capable of reaching required temperature within 30 minutes. Must perform sterilization cycle within 45 minutes.

Alternately

A pressure cooker can be substituted if:

Efficient pressure gage

Thermometer bulb 2.5 cm above water level.

2. Balance, 50 mg accuracy at a load of 2 or more grams. Should be clean and without corrosion; have good weights; and be calibrated annually.
3. Oven, drying and sterilizing. Capable of uniform temperatures and with suitable thermometer to register accurately in the range 160 - 180° C.
4. Refrigerator (at laboratory), set for range of 1.0 to 4.4° C.
5. Distillation Apparatus, Water. In order of preference, the systems are of stainless steel, quartz, vycor and pyrex glass. Tin-lined hardware is acceptable but because of maintenance problems is best avoided in preference to the above. Plumbing should be of stainless steel, pyrex or plastic PVC material. Storage reservoirs of stainless steel and dust protected. Produced water must be of suitable bacteriologic quality (test described in Standard Methods, 14th Edition, p. 887).

Alternately

Distilled water meeting this quality criteria can be purchased, eliminating the need for the distillation apparatus.

6. Washer, Glassware. Operate at 180° C during hot detergent cycle; hot rinse cycle of 6 to 12 successive washings; and final rinse of bacteriologically suitable distilled or deionized water. Produces clean sparkling glassware without spotting and meeting criterial of inhibitory residue test as described in Standard Methods, 14th Ed., p. 885.

B. Reusable Supplies:

1. Sample Bottle. Bacteriologically inert; resistant to sterilizing conditions; capacity at least 100 ml plus air space; containing dechlorinating agent if a sample containing chlorine is anticipated.

WATER MONITORING PROCEDURE: Collection and Handling of Drinking Water Samples

B. Reusable Supplies (Continued):

2. Sampler Device (unnecessary if bottle can be spigot or top filled which is the overwhelmingly usual occurrence). Line, wire, etc., if distance to sample water is sufficient to make line unwieldy or if sample water is reached with difficulty as through well covers, ports, etc. To avoid contamination of the water supply it is necessary to sterilize the whole assembly (including the sample bottle) and place in, for example, an aluminum foil bag which is opened when ready to sample.
3. Container, ice chest with cover.

C. Consumable Supplies:

1. Labels; clean and unused; non-smearing if wetted; sufficient size for needed information; can be attached securely to sample bottle.
2. Marking Device, non-smearing if wetted; permanent marking.
3. Sodium thiosulfate ($\text{Na}_2\text{S}_2\text{O}_3 \cdot 5\text{H}_2\text{O}$).

WATER MONITORING PROCEDURE: Collection and Handling of Drinking Water Samples

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Presampling Procedures	1. Sample bottle inspection	1a. Provides at least 100 ml of sample volume and have a suitable head space above this volume. 1b. Suitable glass and/or plastic material. 1c. Bottles should not be chipped, cracked or otherwise damaged. No deposits or extensive glass scratches or etched surfaces can be tolerated. Bottle caps must not be cracked or otherwise damaged. 1d. Bottles should be sparkling clean and free from inhibitory or nutritive residues.	V.A.1.1.1a (p. 2-16) V.A.1.1.1b (p. 2-16)
	2. Sodium thiosulfate solution	1a. Used for dechlorination of samples. 1b. Use of trip balance accepted. 2a. 100 ml graduated cylinder satisfactory.	V.A.1.1.1d (p. 2-16)
3. Sample bottle preparation	3. Add distilled water to bring final volume to 100 ml.		
	4. Transfer to labeled bottle.	1a. Labeled as 10% sodium thiosulfate and stored in refrigerator. (Indicate date of preparation and who prepared). 1b. It is preferable to prepare less than 50 ml and sterilize the reagent to lessen the chance for contamination.	
	1. Deliver 0.1 ml or .2 ml of 10% sodium thiosulfate solution to each sample bottle. (.1 ml to 4 ounce or 120 ml size and .2 ml to 6-8 ounce or 250 ml size).	1a. Use sterile 1 ml pipet if the reagent is sterile. 1b. Provides adequate sodium thiosulfate for neutralizing chlorine in sample. (100 mg/l). 1c. Return stock sodium thiosulfate solution to refrigerator. Solution must not be contaminated with microbial growth.	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Presampling Procedures (Continued)		1d. Do not exceed 0.4 ml of the 10% sodium thiosulfate to a bottle if a portion of the sample will be used for a Standard Plate Count.	
	2. Place cap on sample bottle.	2a. A string or paper wedge is placed between cap and neck of bottle when using ground glass stoppers to prevent "locking" at the interface.	
	3. Place Kraft paper or metal foil cover over bottle cap or stopper.	3a. Protects opening of sample bottle from accidental contamination. 3b. Cover (Hood) is not required for screw cap closures.	
	4. Sterilize sample bottles in sterilizing oven.	4a. Two hours at a minimum of 170° C. 4b. Steam sterilization (121° C for 30 minutes) can be used but oven sterilization is preferable.	V.A.3.4 (p. 2-17)
	5. Store sample bottles in clean, dry place until used.	5a. At least one bottle of each "batch" prepared should be checked for sterility and results entered in a quality control ledger.	VII.A.3.5 (p. 2-18)
4. Preparation of container for sample transportation and storage	1. Container inspected to be of sufficient size, leak proof, and have tight fitting cover.	1a. Size sufficient to hold all of required sample bottles. 1b. Use of this means of transportation and storage is OPTIONAL, but highly desirable if practiced. 1c. May be mandatory in tropical or subtropical areas where high surface temperatures prevail.	
	2. Layer bottom with ice just before departing for sampling points.	2a. To level about 1/2 of bottle height. 2b. Do not use dry ice.	
	3. Cover and assemble with other equipment.		

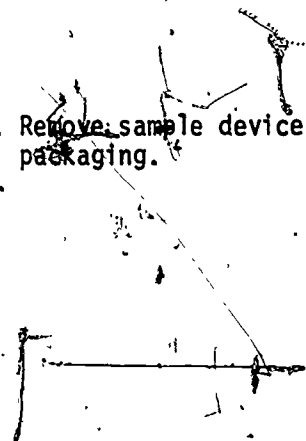
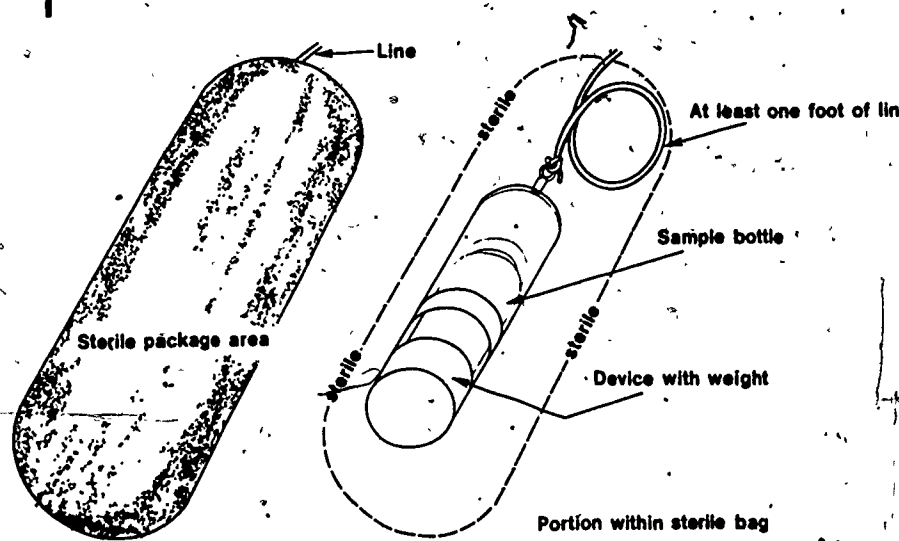
WATER MONITORING PROCEDURE: Collection and Handling of Drinking Water Samples

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Presampling Procedures (Continued)</p> <p>5. Inspection of sampling device</p> <p>6. Assemble bottle labels</p>	<p>1. Check sampling device for condition.</p> <p>1. Check labels for acceptability.</p>	<p>1a. May be unnecessary if particular sampling run collects from devices which are easily accessible (spigots, taps, etc.).</p> <p>1b. A number of suitable sampling devices are available and the function to (a) provide weight to allow the sampling device to reach a depth without drifting; (b) provide an anchoring point for the sterile bottle or chamber; (c) have a tripping mechanism to allow entry of sample to the collector; and (d) provide a means of lowering the device to depth and returned to surface. Check operation of each of these areas. Some types of samplers do not utilize a bottle but may function with sterile bulbs, bladders, etc. It will be necessary for the sampler to acquaint himself to the specific device being utilized at his facility.</p> <p>1a. Must be clean and unused.</p> <p>1b. Sufficient quantity for number of samples plus a few extra labels.</p> <p>1c. Each label must have a means of attachment to sample bottles. Wire or cord is desirable and such attachments as scotch tape, electrical tape, etc. must be avoided as these are affected by moisture or water immersion.</p> <p>1d. Labels can vary from that which is completely blank to a type which is required by the facility, agency, authority, etc.</p> <p>1e. Minimum required data includes:</p> <ul style="list-style-type: none"> * Sample location * Date and time of collection * Chlorine Residual 	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Presampling Procedures (Continued)</p> <p>7. Inspection of label marker</p>	<p>1. Check label marker for acceptability.</p>	<p>1e. (Continued)</p> <ul style="list-style-type: none"> *Collectors name (written out completely) *Laboratory reception (date/time) *Custody receipt (if necessary) <p>1a. Marker must be of a non-smearing permanent type.</p> <p>1b. Marker is operable.</p>	
<p>B. Travel from Assembly Point to Sample Point</p>	<p>1. Proceed to initial sample point.</p> <p>2. Prepare sample station for collection of sample. (If special collection situation. See C.2).</p>	<p>1a. Transport equipment with care.</p> <p>1b. Upon arrival, recheck as to correctness of designated sampling point.</p> <p>2a. Remove manholes, ports, access panels, etc., if necessary.</p> <p>2b. Note safety hazards at site. It is necessary to have a partner if potentially hazardous conditions can result in injury or death if another person is not available for help.</p>	<p>VII.B.1.1b (p. 2-18)</p>
<p>C. Sample Collection Procedures</p> <p>1. Spigot or tap</p>	<p>1. Prepare spigot for sampling.</p> <p>2. Flush spigot.</p>	<p>1a. Must not have strainers, screens, aerators, etc., which can harbor bacteria or particulate matter. Remove these attachments.</p> <p>1b. Spigot must not have leaks past gaskets, washers, etc., and these spigots must be eliminated as sampling points.</p> <p>2a. Must have direct main connection and be representative of system</p> <p>2b. Full flow flush for 2-3 minutes or enough to clear service line.</p> <p>2c. Hand pump activated taps should be flushed for 5 minutes.</p>	<p>VII.C.1.1 (p. 2-18)</p>

WATER MONITORING PROCEDURE: Collection and Handling of Drinking Water Samples

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Sample Collection Procedures (Continued)	3. Adjust spigot for steady flow.	3a. Avoids "scouring" of system by vigorous flow which could cause sampling of nonrepresentative bacterial or material particles.	
	4. Remove hood and cap from sample bottle (glass type) or screw cap from other types.	4a. Remove hood and cap as unit. 4b. Discard slip of paper or string which is between cap and bottle interface. 4c. Protect units from contamination. Usual method is to hold cap in left hand (if right-handed) and have bottle in right hand.	
	5. Let sample run into bottle.	5a. No rinsing of bottle. Especially important if bottle contains sodium thiosulfate. 5b. Fill about 3/4 full so that a mixing space is available for thorough sample mixing prior to laboratory operations. (At least 2.5 cm of air space required). 5c. Sample must not be decanted (completely filled and then a portion discarded to give the required air space.)	
	6. Replace cap and hood or screw-cap on bottle.	6a. Secure closure but not excessively tightened or wedged on bottle.	
	7. Label bottle with tag.	7a. Fill all items demanded by drinking water requirements and others as needed by local authorities.	See A.6
	8. Place bottle on ice in ice chest (optional).	8a. Do not immerse bottle in excessive water volume. Remove excessive water if present in chest. 8b. Cover chest. 8c. Do not use dry ice as freezing is detrimental to sample. 8d. Do not composite sample (mix different portions of collected sample from different or the same sample point).	IMPORTANT VII.C.1.8 (p. 2-18)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>C. Sample Collection Procedures (Continued)</p> <p>2. Special collection situation</p>	<p>1. Remove sample device from packaging.</p> 	<p>1a. Packaging (Kraft paper, aluminum foil, etc.) preserves sterility of device and sample bottle</p> <p>1b. Remove carefully to avoid contaminating device.</p> 	<p>See Sample Device under Reusable Equipment Also B.2</p>

WATER MONITORING PROCEDURE: Collection and Handling of Drinking Water Samples

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Sample Collection Procedures (Continued)	<p>2. Lower device until under water about 6 inches.</p> <p>3. Activate device to obtain sample.</p> <p>4. Retrieve sample from device.</p> <p>5. Label bottle with tag.</p> <p>6. Place bottle on ice in ice chest (optional).</p>	<p>1c. Handle only beyond one foot of line to avoid contaminating water supply.</p> <p>2a. Avoid hitting sides of well, reservoir, etc.</p> <p>2b. Under water to avoid collecting surface scum; debris, etc.</p> <p>3a. Many methods available to activate device (electrical; messenger [brass plug with center hole dropped down line]; another line pulled; etc.).</p> <p>4a. Pull up device carefully without touching sides of well; tank; etc.</p> <p>4b. Remove sample bottle from device with cap, if of this design, and secure bottle.</p> <p>4c. Some devices may not have a cap with the bottle and may necessitate transfer of sample to another sterile container. Shake well before transfer; treat aseptically (without contaminating); and be sure that new bottle has at least 2.5 cm of head space when complete sample is contained.</p> <p>5a. Fill all items demanded by drinking water requirements and others as needed by local authorities.</p> <p>6a. Precautions as in C.1.8.8a-d.</p>	<p>VII.C.1.8 (p. 2-18 & 2-19)</p>
D. Sample Handling	<p>1. Transport sample to laboratory.</p>	<p>1a. Any of the transport modes previously discussed.</p> <p>1b. Must be in the hands of the laboratory personnel within 30 hours (elapsed time from sample collection to start of analysis).</p>	<p>VII.D.1.1b (p. 2-19)</p>

WATER MONITORING PROCEDURE: Collection and Handling of Drinking Water Samples

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. Sample Handling (Continued)		<p>1c. If sample is delivered directly by a sampler to the laboratory, it must be processed for analysis on the same day.</p> <p>1d. Observe log-in procedures as established by laboratory and custody receipt procedures observed for samples which may have legal implications.</p>	

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WATER MONITORING PROCEDURE: Collection and Handling of Drinking Water Samples

TRAINING GUIDE

SECTION

TOPIC

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II	Educational Concepts - Mathematics
III	Educational Concepts - Science
IV	Educational Concepts - Communications
V*	Field & Laboratory Equipment
VI	Field & Laboratory Reagents
VII*	Field & Laboratory Analyses
VIII	Safety
IX	Records and Reports

Training guide materials are presented here under the headings marked. These standardized headings are used through this series of procedures.

WATER MONITORING PROCEDURES: Collection and Handling of Drinking Water Samples

Introduction

Section I.

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

C The sampler must be trained and approved by the appropriate State agency or its designated representative.

WATER MONITORING PROCEDURES: Collection and Handling of Drinking Water Samples

Field and Laboratory Equipment	Section v	
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.1.1.1a	A sample bottle size which will provide the required 100 ml volume (minimum sample volume) as well as at least 2.5 cm of air space above this volume for sample mixing is mandatory.	
A.1.1.1b	<p>Sample bottles must be composed of a material which is non-toxic to bacteria, resistant to solvent action of sample, and capable of being repeatedly sterilized without leakage occurring.</p> <p>If glass-stoppered bottles are used, a strip of paper or string should be placed in the neck of the bottle before placing the stopper in place in preparation for sterilization. This prevents the glass stopper from "freezing" in place during sterilization. The paper strip is discarded at the time of sample collection.</p> <p>Various plastics (polypropylene, Nalgene, etc.) have been found to meet the specifications above, and, closures of the screw cap type are acceptable provided they are, and remain, non-toxic to the sample and provide a tight closure. A test is described to check new caps for toxicity (see reference).</p> <p>It is wise to purchase plastic bottles and caps of the same material to preclude immediate or delayed leakage problems.</p>	<p>EPA-670/9-75-006 Handbook for Evaluating Water Bacteriological Laboratories</p>
A.1.1.1d	<p>Bottles can be checked for bacteriostatic or inhibitory residues by a bacteriological test procedure which, like the distilled water suitability test, should be undertaken only by professional bacteriologists or in laboratories where this test is done on a regular basis.</p> <p>All glassware (bottles, pipets, graduates, etc.) should be thoroughly cleaned with a suitable detergent and hot water. Following several rinses of hot tap water, several successive rinses with a bacteriologically suitable deionized or distilled water will produce a suitable bottle whether this operation is accomplished by machine or hand washing.</p>	<p>Std. Meth: 14:885</p>

WATER MONITORING PROCEDURES: Collection and Handling of Drinking Water Samples

Field and Laboratory Equipment

Section v

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.3.4	<p>Use of sterilizing oven ensures the drying of the thiosulfate reagent on the bottom of the bottle which will be visible as a thin white film. Items should be inserted into a cool oven and not removed until cooled after the sterilizing cycle. Whichever method of sterilizing is used (dry heat or steam), complete records are to be maintained in a ledger which shows date; temperatures, time of cycle; and laboratory workers name.</p>	

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WATER MONITORING PROCEDURES: Collection and Handling of Drinking Water Samples

Field and Laboratory Analyses

Section VII

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.3.5	<p>To check the sterility of a sterilized "batch" of sample bottles, remove one or more bottles from the group of bottles which were unit sterilized and test as follows:</p> <ol style="list-style-type: none"> 1. Aseptically pipet (sterile technique) approximately 25 mls of sterile LLSTB (lactose lauryl sulfate tryptose broth) into the sample bottle. 2. Incubate for 24 hours at 35° C. 3. Check for results: <ol style="list-style-type: none"> A. Growth (turbidity) is unsatisfactory and indicates lactose fermenters as contaminants. B. No growth indicates acceptability and the bottle is sterile as regards to lactose fermenters. 4. Record results in a bound quality control ledger. 5. Discard any unsatisfactory batches (positives) and investigate source of problem. 	EPA-670/9-75-006 Handbook for Evaluating Water Bacteriological Laboratories
B.1.1b	<p>Sampling frequency and locations are stipulated under existing governmental regulations. Establishment and changes of the above are joint functions of the Certifying Authority (Regional EPA Water Supply Representative); Reporting Agency (State engineering program); and the Utility (local administration).</p>	NIP DWR 40 CFR 141.21
C.1.1	<p>Spigot or tap does not have to be "flamed" or heated as these treatments have been found to be of no consequence regarding bacteriological testing and can, in addition, cause damage to valve components.</p>	
C.1.8	<p>Icing a sample prior to delivering it to the analyzing laboratory is the most desirable holding method. It is, however, acceptable to handle it in a number of ways:</p>	

WATER MONITORING PROCEDURES: Collection and Handling of Drinking Water Samples

Field and Laboratory Analyses

Section VII

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

C.1.8
(Continued)

1. If less than an hour will elapse between collection and laboratory acceptance, icing is not an important factor in handling.
2. Although not a desirable practice, it is acceptable to transport a sample, uniced, in a number of modes (mail; bus; UPS; courier service; private shipping; etc.) as long as the transit time is within limitations.

Another optional choice to the icing mode of transportation is the use of thermos-type, insulated, and sterilizable container.

D.1.1b

Current regulations specify this 30 hour limitation period beyond which the sample is unacceptable for data validity. It is, however, a possibility that the responsible State Agency may require the laboratory to run the sample if it is received after this period. If more than 30 hours, but less than a 48 hour, period has elapsed (from collection time to initiation of laboratory procedures), the laboratory may run the sample with the requirement that the data is indicated to be possibly invalid. In the event that greater than 48 hours of holding time has elapsed, the laboratory must refuse the sample as unsuitable for analysis.

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A PROTOTYPE FOR DEVELOPMENT OF
ROUTINE OPERATIONAL PROCEDURES.

for the

COLIFORM TEST BY THE MPN METHOD FOR DRINKING WATER

as applied in

DRINKING WATER TREATMENT FACILITIES

and in the

DISTRIBUTION SYSTEMS OF DRINKING WATER TREATMENT FACILITIES

National Training and Operational Technology Center
Municipal Operations and Training Division
Office of Water Program Operations
U.S. Environmental Protection Agency

BA.MET.1ab.WMP.7a.8.79

EPA 600/8-78-008, May 1978
Manual for the Interim Certification of Laboratories Involved in Analyzing
Public Drinking Water Supplies - Criteria & Procedures

Coliform Test by the MPN Method for Drinking Water¹

MPN media removed and cooled as soon as possible after sterilization and stored in cool dark place (optional).

Tube broth media and reagents sterilized at 121°C 12 to 15 minutes with tubes and flasks packed loosely in baskets or racks for uniform heating and cooling.

Laboratory pure water must be used; dissolution of the media must be completed before dispensing to culture tubes or bottles.

Lauryl Tryptose Broth
(Lactose broth is not permitted:)

Single strength composition, 35.6 g. per liter pure water
Single strength pH 6.8 ± 0.2 ; double strength pH 6.7 ± 0.2
Not less than 10 ml per tube
Media made to result in single strength after addition of sample portions

Brilliant Green Lactose Bile Broth - Medium composition 40 g per liter pure water. Final pH 7.2 ± 0.2

Media stored at low temperatures are incubated overnight prior to use and tubes with air bubbles discarded

Media protected from sunlight

MPN tube media with loose-fitting caps used in less than 1 week

Tube media in screw-capped tubes held no longer than 3 months

Presumptive Test

Five standard portions, either 10 or 100 ml

Sample shaken vigorously immediately before test

Tubes incubated at $35^\circ \pm 0.5^\circ\text{C}$ for 24 ± 2 hours

Examined for gas (any gas bubble indicates positive test)

Tubes that are gas-positive within 24 hours submitted promptly to confirm test

Negative tubes returned to incubator and examined for gas within 48 ± 3 hours

positives submitted to confirm test

Public water supply samples with heavy growth and no gas production confirmed for presence of suppressed coliforms

Adjusted count reported based upon confirmation

Adequate test labeling and tube dilution coding (optional)

Confirmed Test

Presumptive positive tube gently shaken or mixed by rotating

One loopful or one dip of applicator transferred from presumptive tube to BGLB.

Transfer device sterile.

Incubated at $35^\circ\text{C} \pm 0.5^\circ$; checked within 24 hours for gas production

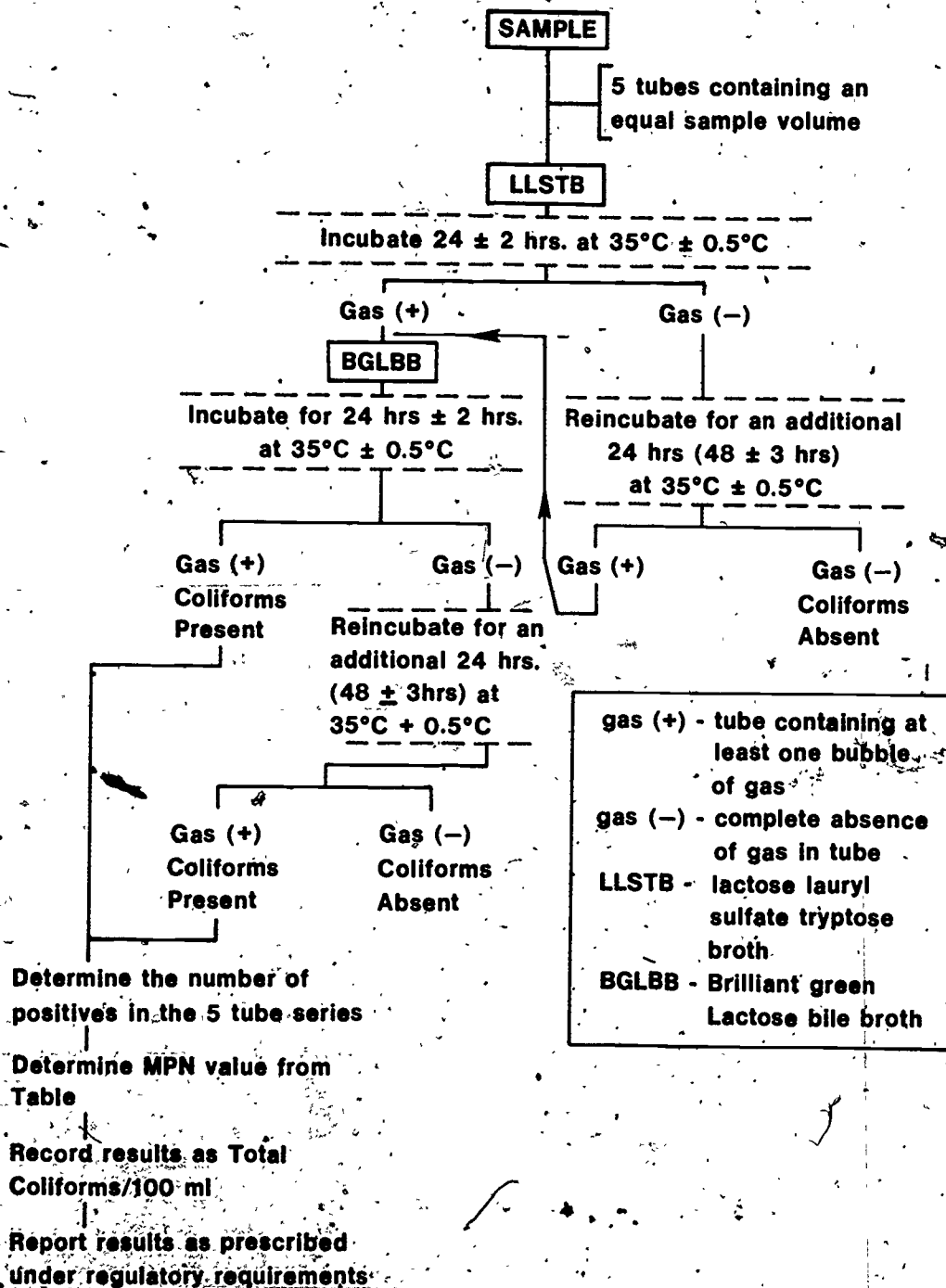
Positive confirmed tube results recorded; negative tubes reincubated and read within 48 ± 3 hours

Unsatisfactory sample defined as three or more positive confirmed tubes

¹MINIMUM REQUIREMENT except where indicated as OPTIONAL.

Confirmed MPN test on problem supplies: If the laboratory has elected to use the MPN test on water supplies that have a continued history of confluent growth or TNTC with the MF procedure, all presumptive tubes with heavy growth without gas production should be submitted to the confirmed MPN test to check for the suppression of coliforms. A count is adjusted based upon confirmation and a new sample requested. This procedure should be carried out on one sample from each problem water supply once every 3 months.

DRINKING WATER COLIFORM TEST MPN METHOD FLOW SHEET



WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

1. Analysis Objectives:

- a. In water treatment plant quality control, the objective of the test is to determine if the effluent quality is in compliance with bacteriological requirements as prescribed in the Federal Drinking Water Standards.
- b. In distribution network and individual consumer tapping locations, the test determines compliance with bacteriological requirements with the above mentioned standards.

2. Brief Description of Analysis:

Five standard portions of either 100 ml or 10 ml are inoculated from a drinking water sample into Lactose Lauryl Sulfate Tryptose broth fermentation tubes (LLSTB) and incubated at $35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$. After 24 hours and again at 48 hours, the LLSTB tube cultures are examined and results recorded for gas production. Cultures showing gas production are transferred at each examination interval to BGLBB fermentation tubes and incubated at $35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$. BGLBB tubes are examined at 24 and 48 hour intervals for presence of gas and those showing gas are considered gas (+) and containing coliforms while those completely without gas as gas (-) or not containing coliforms.

At the end of the overall incubation period, individual tubes are summarized as positive or negative and the number positive for the five tubes is obtained. A table of Most Probable Numbers (MPN) is used to determine the MPN value which is given as coliforms per 100 ml. This result is reported or handled as prescribed under regulatory requirements.

3. Applicability of this Procedure:

- a. The range of coliform concentrations:

If this sample
volume is used

100 ml
10 ml

These ranges of coli-
forms are covered

< .22 to > 1.6
< 2.2 to > 16

- b. Pretreatment of Samples: In accordance with Standard Methods, 14th ed. (p. 904)

This procedure conforms to the Standard Total Coliform MPN Tests as described in Standard Methods for the Examination of Water and Wastewater, 14th ed. (1975). p. 914

WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

Equipment and Supply Requirements

A. Capital Equipment:

Autoclave, providing uniform temperatures up to and including 121°C, equipped with an accurate thermometer, pressure gauges, saturated steam power lines and capable of reaching required temperature within 30 minutes.

Balance, 0.1 g sensitivity at load of 150 g

Air incubator to operate at 35°C \pm 0.5°C

Oven, *hot-air sterilizing, to give uniform temperatures and with suitable thermometer to register accurately in range of 160-180°C

pH meter, accurate to at least 0.1 pH unit, with standard pH reference solution(s)

Water distillation apparatus (glass or block tin), or source of distilled water suitable for bacteriological operations.

B. Reusable Supplies:

Apron or coat suitable for laboratory

Baskets, wire for discarded cultures

Bottles, sample*, preferred characteristics being 250 ml (6-8 oz.), wide mouth, glass stopper

Bottle, squeeze type, with disinfecting solution

Burner, gas, Bunsen burner type

Cans, pipet, aluminum or steel; not copper (If plastic, or other type of prepackaged disposable pipets are used, this item is unnecessary.)

Metal caps* to fit 25 x 150 mm and 18 x 150 mm culture tubes

Pan, to receive discarded contaminated pipets and glassware (must contain disinfectant before use)

Inoculation loop, 3 mm diameter loop of nichrome or platinum-iridium wire, 26 B&S gauge, in holder

Pipets*, 10 ml, Mohr type preferred, sterile, cotton plugged, glass or disposable plastic

Racks, culture type*, having at least 5 openings capable of accepting tubes at least 20 mm in diameter

WATER MONITORING PROCEDURE: Coliform test by the MPN Method for Drinking Water

Equipment and Supply Requirements (Continued)

Sponge, for cleaning desk top

Tubes, culture*, 150 x 25 mm and 150 x 18 mm

Tubes, fermentation*, 75 x 10 mm vials to be inverted in culture tubes

C. Consumable, (must be replaced when stocks get low):

Distilled water, suitable for bacteriological cultures (note distillation apparatus required in capital equipment)

BGLBB (Brilliant Green Lactose Bile Broth), dehydrated (recommend purchase of 1/4-lb/ units)

Lactose Lauryl Sulfate Tryptose Broth, dehydrated (recommend purchase of 1-lb. units)

Potassium Dihydrogen Phosphate (KH_2PO_4) (recommend purchase of 1/4 lb. units)

Disinfectant, for bench tops. (Use household bleach solution prepared according to instructions on bottle)

Wax pencils (recommend soft wax equivalent to Blaisdell 169T)

Sodium Thiosulfate ($\text{Na}_2\text{S}_2\text{O}_3 \cdot 5 \text{H}_2\text{O}$)

*Items marked are needed in quantities or require size or space allowances which cannot be specified here, as they vary according to the daily analysis schedule. As a rule-of-thumb, space/size or quantity requirements should be at least 3 times the normal daily requirements. For further information on specifications for equipment and supplies, see the Microbiology Section of the current edition of "Standard Methods for the Examination of Water and Wastewater."

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures		Aa. All pretest procedures completed before starting other first-day procedures.	
1. 35°C Incubator Set-up, Adjustment	1. Place 35°C incubator in permanent location.	1a. Out of drafts or places where it will be in direct sunlight part of the day. 1b. Location convenient to laboratory bench. 1c. Convenient source of electric power.	V.A.1 V.A.1.1 (p. 31)
	2. Install thermometer.	2a. Thermometer functions at least in 30°-40°C range and have intervals of 0.5° or less indicated. Meets NBS standards. 2b. Location should be central in incubator. 2c. Mercury bulb thermometer should be fitted with cork or rubber stopper and mounted in small bottle filled with liquid (glycerine, water, or mineral oil).	V.A.1.2 (p. 31)
	3. Install shallow pan of water in bottom of incubator.	3a. In most laboratory incubators a pan having about 1 square foot area, with water about 1 inch deep, is satisfactory. 3b. Maintains condition of saturated relative humidity, <u>required</u> in bacteriological incubator. 3c. Requires daily check, with addition of water as necessary, to keep water in pan at all times.	V.A.1.3 (p. 31)
	4. Connect incubator to electric power source.	4a. Many incubators have pilot light to indicate power turned on.	
	5. Adjust temperature until stabilized at required temperature.	5a. Manufacturer's instructions for method of temperature adjustment. 5b. Operation must be at $35 \pm 0.5^\circ\text{C}$. 5c. Allow about 1 hour between adjustments.	V.A.1.5 (p. 31)
	6. Operate bacteriological incubator continuously.	6a. Requires daily check with written temperature record, with adjustment and water addition as necessary.	V.A.1.6 (p. 31)

WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued) 2. Oven, Sterilizer, Set-up	<ol style="list-style-type: none"> 1. Place oven sterilizer in permanent location. 2. Install thermometer. 3. Connect oven sterilizer to power source and turn on. 4. Adjust temperature to stabilize at required temperature. 5. Operate oven sterilizer only when needed. Turn off when not in use. 	<ol style="list-style-type: none"> 1a. Convenient to source of electric power; usually on table or bench. 2a. Should indicate the 150°-180°C range, be accurate within this interval, and be marked in 1.0 degree intervals. Thermometer bulb is within a cylinder filled with a fine sand and positioned on the center shelf of the chamber. 3a. Usually has pilot light to indicate power on. 4a. Operated as near to 170°C as possible; not lower than 160 nor higher than 180°C. Check to verify that the 170°C temperature is reached and is maintained within $\pm 10^\circ\text{C}$ for a 2-hour period. 5a. Turned ON in advance of need to permit reaching required temperature before introducing material to be sterilized. 5b. Oven sterilizer used to sterilize dry glassware, metal objects. 5c. Oven sterilizer <u>not</u> used with culture media, solution, plastics, rubber objects, or with anything containing or including these. 5d. Paper-wrapped glass pipets may be sterilized in oven sterilizer. 	V.A.2.1-5 (p. 31)
3. Autoclave Set-up	<ol style="list-style-type: none"> 1. Install and operate autoclave according to manufacturer's instructions. 	<ol style="list-style-type: none"> 1a. Autoclaves extremely variable in design and operation; also, potentially dangerous. 1b. Used to sterilize objects made of, or including liquids, rubber, culture media. 1c. Glassware <u>may</u> be autoclave sterilized but must be dried afterward. 	V.A.3.1 (p. 32)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)		1d. Most plastics <u>not</u> sterilized in autoclave; plastics usually require chemical sterilizers. 1e. Autoclave usually operated at 121°C for 15 min. 1f. Sterilized media must be removed from autoclave as soon as possible after autoclave is reopened.	
4. Water Distillation Equipment	1. Install and operate in accordance with manufacturer's instructions. 2. Operate continuously or intermittently as required to maintain adequate supplies of distilled water.	1a. Must produce distilled water meeting quality requirements for bacteriological tests. 2a. Reserve supplies kept in borosilicate glass carboys or in plastic carboys made of material which will not dissolve substances which will affect growth of bacteria. 2b. Same distillation apparatus used for bacteriological purposes may be used for chemical reagents.	V.A.4.1-2 (p. 32)
5. pH Meter	1. Have unit available and operate in accordance with procedures described in other lab procedures.	1a. Unit for pH check on finished culture media. 1b. Used in preparation of stock solution of potassium dihydrogen phosphate.	V.A.5.1 (p. 33)
6. Glassware	1. Wash all glassware in hot detergent solution; 2. Rinse at least once in hot tap water; 3. Rinse in distilled water, at least 6 successive times, and, 4. Dry in air.	1a. Nontoxic detergent. 1b. Be sure <u>all</u> contents and markings are washed away. 4a. No visible spots or scum; glass should be clean, and sparkling. 4b. Glassware suitable for use in bacteriological operations.	V.A.6.1-4a (p. 33) V.A.6.4b (p. 33)

WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)			
7. Sodium Thiosulfate Solution	<ol style="list-style-type: none"> 1. Weigh 10.0 grams of sodium thiosulfate. 2. Dissolve in 50-60 ml distilled water. 3. Add distilled water to bring final volume to 100 ml. 4. Transfer to labeled bottle. 	<ol style="list-style-type: none"> 1a. Used for dechlorination of samples. 1b. Use of trip balance accepted. 2a. 100 ml graduated cylinder satisfactory. 4a. Labeled as 10% sodium thiosulfate and stored in refrigerator. 	
8. Sample Bottle Preparation	<ol style="list-style-type: none"> 1. Deliver 0.1 ml or .2 ml of 10% sodium thiosulfate solution to each sample bottle. (.1 ml to 4 ounce or 120 ml size and .2 ml to 6-8 ounce or 250 ml size) 2. Place cover on sample bottle. 3. Place paper or metal foil cover over bottle cap or stopper. 	<ol style="list-style-type: none"> 1a. Use 1 ml pipet. 1b. Provides adequate sodium thiosulfate for neutralizing chlorine in sample. 1c. Return stock sodium thiosulfate solution to refrigerator. 2a. Use 1 ml pipet. 2b. Provides adequate EDTA chelating agent for metals in sample. 3a. Protects opening of sample bottle from accidental contamination. 	Y.A.8.1-6 (p. 33)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	4. Sterilize sample bottles in sterilizing oven.	5a. One hour at 170°C. (See A.2)	
	5. Store sample bottles in clean, dry place until used.		
9. Pipet Preparation	1. Inspect pipets to be prepared for use; discard and destroy all having chipped or cracked tips or tops.	1a. Cleanliness of pipet must be equivalent to glassware.	
	2. Insert plug of non-absorbent cotton into mouthpiece of each clean, dry pipet.	2a. For protection of user when pipetting sample. 2b. Cotton plug must be tight enough to prevent easy removal, either by the pipetting action or by handling, and yet loose enough to permit easy air movement through the plug.	V.A.9.1-6 (p. 33)
	3. Place a layer of glass wool or several layers of paper padding in bottom of pipet can.	3a. For protection of pipet delivery tips.	
	4. Place 18-24 pipets in each pipet can, delivery tip down.	4a. Orientation permits removal of sterile pipets from can without contamination by user.	
	5. Sterilize cans of pipets in oven.	5a. One hour at 170°C (See A.2 of procedures).	
	6. Store cans in clean, dry place until used. Mark cans as 10 ml sterile pipets.	6a. Laboratory cabinet or drawer recommended.	

WATER MONITORING PROCEDURE Coliform Test by the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	7. When can of pipets is opened for first use, pass the exposed ends of the pipets through flame, slowly.	7a. Burns off excess cotton sticking out of pipet mouthpiece. 7b. Cover kept on can at all times except when samples are being inoculated.	V.A.9.7 (p. 34)
10. Preparation of Lactose Lauryl Sulfate Tryptose Fermentation Broth (LLSTB)	1. Weigh 53.4 grams of dehydrated Lactose Lauryl Sulfate Tryptose Broth. Close cover of bottle of dehydrated medium <u>tightly</u> after removal. 2. Dissolve in 1 liter distilled water. 3. Place 20.5 ml of the solution of prepared LLSTB in <u>each</u> culture tube. 4. Insert one fermentation vial into each tube of medium, <u>open end down</u> . 5. Place tube cap on each tube of culture medium. 6. Sterilize in autoclave.	1a. Dehydrated media take moisture out of air; can become caked. 1b. Caked media unsatisfactory; should be discarded. 2a. Gentle heat (no boiling) if necessary to complete dissolving medium. Usually a vigorous agitation will completely dissolve the medium. 3a. Use 150 x 25 mm tubes. 3b. 25 ml pipet, automatic pipetter, or funnel hose and pinchcock assembly are acceptable. 3c. Accuracy of delivery: ± 0.5 ml. 3d. Approximately 45 tubes will be necessary. This will suffice for 9 tests based upon procedures of this WMP. (Water Monitoring Procedure). 4a. Tubes and vials previously washed as indicated (V.6.1-4). 4b. Use 75 x 10 mm tubes. 5a. After all tubes have been filled and have individual vial. 6a. Within 1 hour after medium prepared. 6b. Sterilization at 121°C for 15 minutes. 6c. Medium must be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" mode of steam removal.	V.A.10.3b (p. 34)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	7. Cool medium to room temperature.	7a. Medium ready for use when cool and individual vials are completely filled with fluid. No bubbles must be present.	
	8. Check pH of finished medium.	8a. Should be 6.7-6.9.	
	9. If final pH not satisfactory, discard medium and prepare new batch with pH adjustment before sterilization.	9a. pH value ordinarily drops about 0.2 pH unit.	
	10. Store medium in cool, dark place.	10a. Not in refrigerator. Usually in laboratory cabinet in darkness. 10b. May be stored up to 1 week if evaporation not more than 10% in loose fitting capped tubes. With screw-capped tubes, it should be held no longer than 3 months.	
11. Preparation of Brilliant Green Lactose Bile Broth (BGLBB)	1. Weigh 40.0 grams of dehydrated Brilliant Green Lactose Bile Broth. Close cover of bottle of dehydrated medium <u>tightly</u> after removal.	1a. Dehydrated media takes moisture out of air and can become caked. 1b. Caked media unsatisfactory; should be discarded.	
	2. Dissolve in 1 liter of distilled water.	2a. Gentle heat (no boiling) if necessary to complete dissolving medium. Usually a vigorous agitation will completely dissolve the medium.	
	3. Place 10.5 ml of the solution of prepared BGLBB in each culture tube.	3a. Use 150 x 18 mm tubes. 3b. A 25 ml pipet, automatic pipetter or funnel hose and pinchcock assembly are acceptable. 3c. Accuracy of delivery ± 0.5 ml. 3d. Approximately 90 tubes will be necessary.	V.A.10.3b (p. 34)

WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	<p>4. Insert one fermentation vial into each tube of medium, <u>open end down</u>.</p> <p>5. Place cap on each tube of culture medium.</p> <p>6. Sterilized in autoclave.</p> <p>7. Cool medium to room temperature.</p> <p>8. Check pH of finished medium.</p> <p>9. If final pH is not satisfactory, discard medium and prepare new batch with pH adjustment before sterilization.</p> <p>10. Store medium in cool, dark place.</p>	<p>4a. Tubes and vials previously washed as indicated (A.6.1-4).</p> <p>4b. Use 75 x 10 mm tubes.</p> <p>5a. After all tubes have been filled and have individual vial.</p> <p>6a. Within 1 hour after medium prepared.</p> <p>6b. Sterilization at 121°C for 15 minutes.</p> <p>6c. Medium <u>must</u> be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" mode of steam removal.</p> <p>7a. Medium ready for use when cool and individual vials are completely filled with fluid. No bubbles must be present.</p> <p>8a. Should be 7.1-7.3.</p> <p>9a. pH value ordinarily drops about 0.2 pH unit.</p> <p>10a. <u>Not</u> in refrigerator. Usually in laboratory cabinet in darkness.</p> <p>10b. May be stored up to 1 week if evaporation not more than 10% in loose-fitting capped tubes. With screw-capped tubes, it should be held no longer than 3 months.</p>	
12. Final Equipment and Supply Check	1. Check to be sure that all equipment and supplies, solutions, and prepared media are ready before starting sample examination.	<p>1a. Check general list of equipment and supplies.</p> <p>1b. Each test requires:</p> <ul style="list-style-type: none"> 5 tubes LLSTB 0-5 tubes of BGLBB 1 sample bottle 1-10 ml pipet 	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	2. Make preparations or adjustments as necessary before starting test.		
B. First-Day Procedures			
1. Equipment Maintenance	1. Check, record, and adjust incubator temperature. 2. Add water to pan in incubator as necessary.	1a. See A.1.1-6.	
2. Sample Collection	1. Collect sample. 2. Record sampling information. 3. Transport sample to laboratory.	1a. Locations as selected by requirements. 1b. Sampling methods as described in Standard Methods. 2a. Most organizations have sample tag of some type which includes such information as date, time, place of sampling, name of sample collector, and other information as may be required. 3a. Taken to laboratory without delay. 3b. Samples preferably iced if delay of starting sample test is greater than one hour. No more than 30 hours of transportation time is allowed.	
3. Preparation of Laboratory Data Sheet	1. Fill in data sheet to show sample information. 2. Select sample inoculation volumes.	1a. Needed information should be on sample collection tag. 1b. Most data sheets show, at least source, date, time of collection, name of sampler, name of analyst, laboratory sample number assigned. 2a. For purposes of this WMP (Water Monitoring Procedure), sample volumes of 10 ml per tube in a series of 5 tubes is required.	VII.B.3.1 (p. 35)

WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																		
B. First-Day Procedures (Continued)	3. Enter information in laboratory data sheet to show sample inoculation volume for 5 tubes.	2b. Workers desiring 100 ml portions for this test should consult Standard Methods for required modifications (medium strength, interpretation of results, etc.) 3a. Recommend showing sample inoculation volumes in ml or decimal amounts. <table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Conf. BGLB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th></tr><tr><td>10</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	Amount Sample ml	Preservative LLSTB		Conf. BGLB		24 hr	48 hr	24 hr	48 hr	10																									
Amount Sample ml	Preservative LLSTB			Conf. BGLB																																	
	24 hr	48 hr	24 hr	48 hr																																	
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4. Lab Bench Disinfection 5. Assembly of Culture Medium	1. Disinfect laboratory bench; wipe dry. 1. Place 5 tubes of Lactose Lauryl Sulfate Tryptose Broth (LLSTB) in culture tube rack. 2. Label test set-up.	1a. Sponge and disinfectant; paper toweling. 2a. First tube or rack can be labeled. 2b. Prevents confusion if a number of tests are being processed.																																			
6. Sample Inoculation	1. Shake sample vigorously. 2. Deliver 10 ml of sample per tube of LLSTB.	1a. At least 25 shakes over space of at least 1 foot in 10 seconds or less. 2a. Use sterile 10 ml pipet.	I.B.6.1 (p. 28)																																		

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First-Day Procedures (Continued)			
7. Incubation	<ol style="list-style-type: none"> 1. After completion of sample inoculation into LLSTB, shake rack of cultures <u>gently</u>. 2. Place rack of cultures in incubator. 	<ol style="list-style-type: none"> 1a. Mixes sample with culture medium. 1b. Avoid Shaking air <u>into</u> fermentation vials. 2a. Twenty-four hours \pm 2 hours at $35 \pm 0.5^\circ\text{C}$. 	
8. Processing Used Glassware	<ol style="list-style-type: none"> 1. Drain sample bottle and pipet into sink. 2. Wash and dry bottle and pipet. 	<ol style="list-style-type: none"> 1a. Sterilization unnecessary. 2a. Meets original cleanliness requirements of glassware. 2b. Glassware ready for reuse. 	59
9. Lab Bench Disinfection	<ol style="list-style-type: none"> 1. Disinfect laboratory bench top; wipe dry. 	<ol style="list-style-type: none"> 1a. Sponge, disinfectant, paper toweling. 	
C. Twenty-four Hour Procedures			
1. Equipment Maintenance	<ol style="list-style-type: none"> 1. Check, record, and adjust incubator temperature. 2. Add water to pan in incubator as necessary. 	<ol style="list-style-type: none"> 1a. See A.1.1-6. 	
2. Disinfection	<ol style="list-style-type: none"> 1. Disinfect laboratory bench top; wipe dry. 	<ol style="list-style-type: none"> 1a. See B.4.1. 	

WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																														
<p>C. Twenty-four Hour Procedures (Continued)</p> <p>3. Reading and Recording of Results</p>	<p>1. Remove rack of culture from incubator to lab bench.</p> <p>2. Shake culture rack <u>gently</u>.</p> <p>3. Examine each tube for gas production and record results on data sheet.</p>	<p>2a. Hastens release of gas in supersaturated cultures.</p> <p>2b. Must not shake air <u>into</u> fermentation vials.</p> <p>3a. If present, gas will be trapped in the fermentation vial.</p> <p>3b. Gas <u>in any quantity</u> is a positive test.</p> <p>3c. Vials with no gas are a negative test.</p> <p>3d. Each result appears on line corresponding with the tube label.</p> <p>3e. All results appear under the "24" of the LLSTB column.</p> <p>3f. Plus sign (+) means a gas-positive tube.</p> <p>3g. Minus sign (-) means a gas-negative tube.</p> <p>3h. Assume, for instructional purposes, that the following recordings result:</p> <table border="1"> <tr> <th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th rowspan="2">Conf B</th></tr> <tr> <th>24 hr</th><th>48 hr</th></tr> <tr> <td rowspan="5">10</td><td>+</td><td></td><td></td></tr> <tr> <td>-</td><td></td><td></td></tr> <tr> <td>-</td><td></td><td></td></tr> <tr> <td>-</td><td></td><td></td></tr> <tr> <td>+</td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </table>	Amount Sample ml	Preservative LLSTB		Conf B	24 hr	48 hr	10	+			-			-			-			+											<p>III.C.3.3 (p. 30)</p>
Amount Sample ml	Preservative LLSTB			Conf B																													
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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Twenty-four Hour Procedures (Continued)			
4. Transfers	<ol style="list-style-type: none"> 1. Obtain required number of BGLBB tubes. 2. Transfer each gas-positive tube of LLSTB to a tube of BGLBB. 3. Return rack of tubes containing the negative LLSTB tubes and the freshly inoculated BGLBB tubes to incubator. 	<ol style="list-style-type: none"> 1a. One tube for each LLSTB gas-positive tube. 1b. In our example test it is necessary to have two BGLBB tubes. 1c. Observe BGLBB tubes for sterility (no growth or turbidity) and completely filled fermentation vial (no gas in vial). 2a. 3-mm inoculation loop. 2b. Loop flame-sterilized before use and between successive transfers. 2c. One loopful per transfer. 2d. Place inoculated BGLBB tube into hole of rack previously occupied by the LLSTB tube from which the transfer was made. 2e. Place positive LLSTB tube into discard area after transfer is made. All discard tubes are to be sterilized prior to cleaning and reuse of caps and tubes. 2f. Negative (no gas) LLSTB tubes remain untouched in their rack position. 3a. An additional 24 ± 2 hours at $35^\circ \pm 0.5^\circ\text{C}$. 	VII.C.4.2, (p. 36)
5. Processing Discarded Cultures	<ol style="list-style-type: none"> 1. Sterilize discarded LLSTB tubes. 2. Remove all labels from culture tubes. 	<ol style="list-style-type: none"> 1a. Autoclave: 15 minutes at 121°C. 2a. Best done while still warm after autoclave. 	

WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Twenty-four Hour Procedures (Continued)	<ol style="list-style-type: none"> Empty sterilized cultures into sink. Wash and dry culture tubes, fermentation vials, and tube caps. 	<ol style="list-style-type: none"> Meets original cleanliness requirements of glassware. Tubes and caps ready for re-use. 	
6. Disinfection	<ol style="list-style-type: none"> Disinfect laboratory bench top; wipe dry. 	<ol style="list-style-type: none"> Sponge and disinfectant; paper toweling. 	
D. Forty-eight Hour Procedure			
1. Equipment Maintenance	<ol style="list-style-type: none"> Check, record, and adjust incubator temperatures. Add water to pan in incubator as necessary. 		
2. Disinfection	<ol style="list-style-type: none"> Disinfect lab bench top; wipe dry. 		
3. Reading and Recording of Results	<ol style="list-style-type: none"> Remove the rack of cultures from the incubator to lab bench. Shake culture rack gently. 		
	<ol style="list-style-type: none"> Examine each tube for gas production and record results on data sheet. 	<ol style="list-style-type: none"> LLSTB tubes will be recorded under the "48" on the LLSTB column and the BGLBB tubes under the "24" column. Any amount of gas is always considered to be a "positive" (+) result. 	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																														
D. Forty-eight Hour Procedures		<p>3c. Assume that our "test" never shows the following recordings:</p> <table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th></tr><tr><td rowspan="5">10</td><td>+</td><td>-</td><td>+</td><td>-</td></tr><tr><td>-</td><td>+</td><td>-</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>+</td><td>-</td><td>-</td><td>-</td></tr></table>	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		24 hr	48 hr	24 hr	48 hr	10	+	-	+	-	-	+	-	-	-	-	-	-	-	-	-	-	+	-	-	-	
Amount Sample ml	Preservative LLSTB			Confirmed BGLBB																													
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	-	-	-	-																													
	-	-	-	-																													
	+	-	-	-																													
4. Transfers	<p>1. Discard all of the BGLBB tubes which have the positive (+) recordings.</p> <p>2. Discard all LLSTB tubes which have the negative (-) recordings.</p> <p>3. Re-incubate any BGLBB tubes which were negative and assemble for transfer any positive LLSTB tubes.</p> <p>4. Label required tube of sterile BGLBB.</p>	<p>1a. This will be a total of one tube (see data sheet recordings in D.3.3c)</p> <p>2a. This will be a total of 2 tubes (D.3.3c)</p> <p>2b. LLSTB tubes which show NO GAS production within 48 hours are to be considered as not having contained coliform bacteria.</p> <p>3a. There will be one tube of BGLBB which must be re-incubated for an additional 24 hours at 35° ± 0.5°C (D.3.3c).</p> <p>3b. There will be one positive LLSTB tube (D.3.3c).</p> <p>4a. This is done so that the re-incubated (24 hour old) BGLBB tube will not be confused with the newly inoculated BGLBB tube since both have to be incubated for 48 hours.</p>																															

WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. Forty-eight Hour Procedures (Continued)	5. Transfer the positive LLSTB tube to the sterile BGLBB tube.	5a. Use 3 mm loop which is flamed prior to entry into the LLSTB to avoid contamination. 5b. Use one loopful of transfer from the LLSTB to BGLBB.	
	6. After transfer place LLSTB tube in discard basket.		
5. Incubation	1. Incubate inoculated BGLBB tube. 1a. (Alternate) If no cultures for this test procedure remain to be incubated, proceed to "Interpretation of Test Results" and continue as directed.	1a. $35 \pm 0.5^{\circ}\text{C}$ for 24 hours.	
6. Processing Discarded Tubes of Media	1. Sterilize discarded media. 2. Remove all labels from culture tubes. 3. Empty sterilized cultures into sink. 4. Wash and dry culture tubes, fermentation vials, and tube caps.		
7. Disinfection	1. Disinfect laboratory bench top; wipe dry.		
E. Seventy-two Hour Procedures			
1. Equipment Maintenance	1. Check, record, and adjust incubator temperatures.		

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																														
E. Seventy-two Hour Procedure (Continued)	2. Add water to pan in incubator as necessary.																																
2. Disinfection	1. Disinfect lab bench top; wipe dry.																																
3. Reading and Recording of Results	1. Remove cultures from incubator to lab bench.																																
	2. Shake cultures gently.																																
	3. Examine each tube for gas production and record results on data sheet.	3a. In our continuing example, two tubes of BGLBB are to be examined--one of which will be a "48" entry and the other of the "24" column entry. 3b. Assume the following recordings will be made:																															
		<table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th></tr><tr><td rowspan="5">10</td><td>+</td><td>-</td><td>+</td><td>-</td></tr><tr><td>-</td><td>+</td><td>-</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>+</td><td>-</td><td>-</td><td>-</td></tr></table>	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		24 hr	48 hr	24 hr	48 hr	10	+	-	+	-	-	+	-	-	-	-	-	-	-	-	-	-	+	-	-	-	
Amount Sample ml	Preservative LLSTB			Confirmed BGLBB																													
	24 hr	48 hr	24 hr	48 hr																													
10	+	-	+	-																													
	-	+	-	-																													
	-	-	-	-																													
	-	-	-	-																													
	+	-	-	-																													
	4. Incubate any cultures which are still negative if they have not been incubated a full 48 hours.	4a. One BGLBB tube will have to be returned to the incubator since it is only 24 hours old and still negative. 4b. 35 ± 0.5°C for an additional and final 24 hours.																															
4. Processing Discarded Tubes of Media	1. Sterilize discarded tubes of media. 2. Remove all labels from tubes.																																

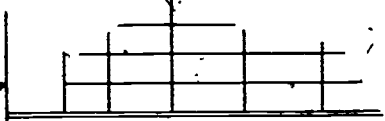
WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
E. Seventy-two Hour Procedures (Continued)	3. Empty sterilized tubes into sink.		
5. Disinfection	1. Disinfect lab bench top; wipe dry.		
F. Ninety-six Hour Procedures			
1. Equipment Maintenance	1. Check, record, and adjust incubator temperatures.		
	2. Add water to pan in incubator as necessary.		
2. Disinfection	1. Disinfect lab bench top; wipe dry.		
3. Reading and Recording of Results	1. Remove the BGLBB tube from incubator to lab bench.		
	2. Shake culture gently.		
	3. Examine tube for gas production and record results on data sheet.	3a. In our example assume the final recordings on the data sheet will be:	

Amount Sample ml	Preservative LLSTB		Confirmed BGLBB	
	24 hr	48 hr	24 hr	48 hr
10	+	-	+	-
	-	+	-	-
	-	-	-	-
	-	-	-	-
	+	-	-	-

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																											
F. Ninety-six Hour Procedures (Continued)		3b. With final recordings completed, one can now proceed to "Interpretation of Test Results." 3c. Final entries could have been made as early as the 48-hour procedures up to these 96-hour procedures.																												
4. Disinfection,	1. Accomplish as in previous directives.																													
5. Processing of Discarded Tubes	1. Accomplish as in previous directives.																													
G. Interpretation of Test Results	1. Determine number of BGLBB tubes which are positive in the row of 5 tubes. 2. Write the numbers in the data sheet. 3. Select from the proper table the MPN Index for the test result.	1a. NO consideration of presumptive test (LLSTB) for interpretation of test results. 1b. Our example (F.3.3) shows one positive BGLBB tube. 2a. <div><table><tr><th colspan="3">Observations</th></tr><tr><th>ve</th><th>Confirmed BGLBB</th><th></th></tr><tr><th>24 hr</th><th>48 hr</th><th></th></tr><tr><td>+</td><td>-</td><td></td></tr><tr><td>-</td><td>-</td><td>1</td></tr><tr><td>-</td><td>-</td><td></td></tr><tr><td>-</td><td>-</td><td></td></tr><tr><td>-</td><td>-</td><td></td></tr><tr><td>-</td><td>-</td><td></td></tr></table></div> 2b. One of the five BGLBB tubes is positive.	Observations			ve	Confirmed BGLBB		24 hr	48 hr		+	-		-	-	1	-	-		-	-		-	-		-	-		II.G.1
Observations																														
ve	Confirmed BGLBB																													
24 hr	48 hr																													
+	-																													
-	-	1																												
-	-																													
-	-																													
-	-																													
-	-																													

WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES														
G. Interpretation of Test Results (Continued)		<p>3a. MPN Index for Various Combinations of Positive and Negative Results When Five 10-ml Portions Are Used</p> <table><thead><tr><th>No. of Tubes Giving Positive Reaction out of 5 of 10 ml Each</th><th>MPN Index/100 ml</th></tr></thead><tbody><tr><td>0</td><td><2.2</td></tr><tr><td>1</td><td>2.2 ←</td></tr><tr><td>2</td><td>5.1</td></tr><tr><td>3</td><td>9.2</td></tr><tr><td>4</td><td>16.</td></tr><tr><td>5</td><td>>16.</td></tr></tbody></table> <p>3b. For the example the location of the MPN index is 2.2/100 ml based on the single positive BGLBB result. The arrow locates the MPN Index.</p> <p>4a.</p> <div><p>Results: 2.2 / 100 ml Total coliform MPN</p></div>	No. of Tubes Giving Positive Reaction out of 5 of 10 ml Each	MPN Index/100 ml	0	<2.2	1	2.2 ←	2	5.1	3	9.2	4	16.	5	>16.	
No. of Tubes Giving Positive Reaction out of 5 of 10 ml Each	MPN Index/100 ml																
0	<2.2																
1	2.2 ←																
2	5.1																
3	9.2																
4	16.																
5	>16.																
H. Reporting of Results	1. Report results as prescribed by State regulatory requirements.																

WATER MONITORING PROCEDURE: Coliform Test by the MPN Method for Drinking Water

TRAINING GUIDE

<u>SECTION</u>	<u>TOPIC</u>
I*	Introduction
II*	Educational Concepts - Mathematics
III*	Educational Concepts - Science
IV	Educational Concepts - Communications
V*	Field and Laboratory Equipment
VI	Field and Laboratory Reagents
VII*	Field and Laboratory Analyses
VIII	Safety
IX	Records and Reports

*Training guide materials are presented here under the headings marked *
These standardized headings are used through this series of procedures.

WATER MONITORING PROCEDURES: Coliform Test by the MPN Method for Drinking Water

INTRODUCTION

Section I

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

B.6.1

These MPN methods for determining bacterial numbers are based on the assumption that the bacteria can be separated from one another (by shaking or other means) resulting in a suspension of individual bacterial cells, uniformly distributed through the original sample when the primary inoculation is made.

Test procedures are based on certain fundamental assumptions:

- a. First, even if only one living cell of the test organisms is present in the sample, it will be able to grow when introduced into the primary inoculation medium;
- b. Second, growth of the test organism in the culture medium will produce a result which indicates presence of the test organism; and
- c. Third, unwanted organisms will not grow, or if they do grow, they will not limit growth of the test organism; nor will they produce growth effects that will be confused with those of the bacterial group for which the test is designed.

WATER MONITORING PROCEDURES: Coliform Test by the MPN Method for Drinking Water

EDUCATIONAL CONCEPTS - MATHEMATICS

-Section II

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
G.1	<p>For purely qualitative aspects of testing for indicator organisms, it is convenient to consider the tests applied to one sample portion, inoculated into a tube of culture medium, and the follow-up examinations and tests on results of the original inoculation. Results of testing procedures are definite: <u>positive</u> (presence of the organism-group is demonstrated) or <u>negative</u> (presence of the organism-group is not demonstrated).</p> <p>The combination of positive and negative results is used in an application of probability mathematics to secure a single MPN value for the sample.</p> <p>To obtain MPN values, the following conditions must be met:</p> <ol style="list-style-type: none">The testing procedure must result in one or more tubes in which the test organism <u>is</u> demonstrated to be present; andThe testing procedure must result in one or more tubes in which the test organism is <u>not</u> demonstrated to be present. <p>The MPN value for a given sample is obtained through the use of MPN Tables. It is emphasized that the precision of an individual MPN value is not great when compared with most physical or chemical determinations.</p>	

WATER MONITORING PROCEDURES: Coliform Test by the MPN Method for Drinking Water

EDUCATIONAL CONCEPTS - SCIENCE

Section III

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
C.3.3—	<p>Interpretation of results on LLSTB:</p> <p>Development of gas in this medium indicates that the lactose has been fermented. Fermentation of lactose with gas production is a basic characteristic of coliform bacteria. To meet the definition of coliforms, gas must be produced from lactose within 48 hours after being placed in the incubator. If a culture develops gas only after <u>more than 48 hours</u> incubation, then, by definition, it is <u>not a coliform</u>.</p> <p>Meeting previously discussed assumptions (see 1.B.6.1.1) usually makes it necessary to conduct the tests in a series of stages.</p> <p>Features of a full, multi-stage test:</p> <p>a. <u>First stage</u>: The culture medium usually serves primarily as an enrichment medium for the group tested. A good first-stage growth medium should support growth of <u>all the living cells</u> of the group tested, and it should include provision for indicating the presence of the test organism being studied. A first-stage medium may include some component which inhibits growth of extraneous bacteria, but this feature <u>never should be included</u> if it also inhibits growth of any cells of the group for which the test is designed. The Presumptive Test for the coliform group is a good example. The medium supports growth, presumably, of all living cells of the coliform group; the culture container has a fermentation vial for demonstration of gas production resulting from lactose fermentation by coliform bacteria, if present; and sodium lauryl sulfate may be included in one of the approved media for suppression of growth of certain non-coliform bacteria. This additive apparently has no adverse effect on growth of members of the coliform group in the concentrations used. If the result of the first-stage test is negative, the study of the culture is terminated, and the result is recorded as a negative test. No further study is made of negative tests. If the result of the first-stage test is positive, the culture may be subjected to further study to verify the findings of the first stage.</p>	

WATER MONITORING PROCEDURES: Coliform Test by the MPN Method for Drinking Water

FIELD AND LABORATORY EQUIPMENT

Section V

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

A.1 Incubator must be of sufficient size for daily workload without causing crowding of tubes to be incubated. Considerations for choice of incubator type must relate to reliability of operation and not to cost or attractiveness of equipment.

A.1.1 Incubator should be kept out of drafts or direct sunlight in order to prevent temperature inside the incubator from changing outside the temperature range specified ($35^{\circ} \pm 0.5^{\circ}\text{C}$).

Power supply should be selected so that there won't be too many pieces of equipment on the same circuit. Otherwise, circuits will be blown repeatedly.

A.1.2 Mercury bulb thermometer usually used in most incubators. Recording thermometer is acceptable, but, it should be calibrated against a mercury bulb thermometer which has been certified by National Bureau of Standards. The NBS certified thermometer always should be used with its certificate and correction chart.

A.1.3 Saturated relative humidity is required in order to make the incubation more efficient (heat is transferred to cultures faster than in a dry incubator). Furthermore, culture medium may evaporate too fast in a dry incubator.

A.1.5 Allow enough time after each readjustment to permit the incubator to stabilize before making a new adjustment. At least one hour is suggested.

A.1.6 Incubator temperature can be held to much closer adjustment if operated continuously. Temperature records should be kept in some form of permanent record. A temperature record book is suggested with daily recording of values. If a recording thermometer is used, the charts may be kept as permanent record; if so, be sure that the charts are properly labeled to identify the incubator and the period covered.

Uniform temperature ($35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$) is to be maintained on shelves in use.

A.2.1-5 Since electric sterilizer will be operated intermittently, care should be taken that it is on a circuit which will not be overloaded when it is turned on.

Standard Methods for the Examination of Water and Wastewater, 14th ed. (1975) APHA, WPCF, AWWA, p. 880 (Hereafter referred to as: Std. Meth. 14: (page no.))

Std. Meth. 14:881

WATER MONITORING PROCEDURES: Coliform Test by the MPN Method for Drinking Water

FIELD AND LABORATORY EQUIPMENT (Continued)

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.2.1-5 (Continued)	A time and temperature record is maintained for each sterilization cycle. Temperature recordings can be retained for records.	
A.3.1	<p>Autoclaves differ greatly in design and in method of operation. Some are almost like home-style pressure cookers; others are almost fully automatic. This is a subject which requires separate instruction; and should be related to the exact make and model of equipment you will use in your own laboratory.</p> <p>Vertical autoclaves and household pressure cookers may be used in emergency service if equipped with pressure gages and thermometers with bulbs positioned 1 inch above the water level. However, they are not to be considered the equivalent of the general purpose steam sterilizer recommended for permanent laboratory facilities. Their small size is inadequate for large-volume work loads, and they can be difficult to regulate.</p> <p>The following requirements must be met regarding autoclaves of sterilizing units:</p> <ol style="list-style-type: none"> Reaches sterilization temperature (121°C), maintains 121°C during sterilization cycle, and requires no more than 45 minutes for a complete cycle. Pressure and temperature gages on exhaust side and an operating safety valve. No air bubbles produced in fermentation vials during depressurization. Record maintained on time and temperature for each sterilization cycle. 	Std. Meth. 14:881
A.4.1-2	Distilled water in a bacteriological laboratory must not contain substances which will prevent any bacteria from growing in culture medium in which the distilled water is used or will be highly nutritive. There are procedures for testing quality of distilled water; but these should be undertaken only by professional bacteriologists or in laboratories where this is done regularly. Use only glass stills or block tin lined stills.	Std. Meth. 14:645-49 14:888-89 Training Manual (EPA Current Practices in Water Microbiology)

WATER MONITORING PROCEDURES: Coliform Test by the MPN Method for Drinking Water

FIELD AND LABORATORY EQUIPMENT (Continued)

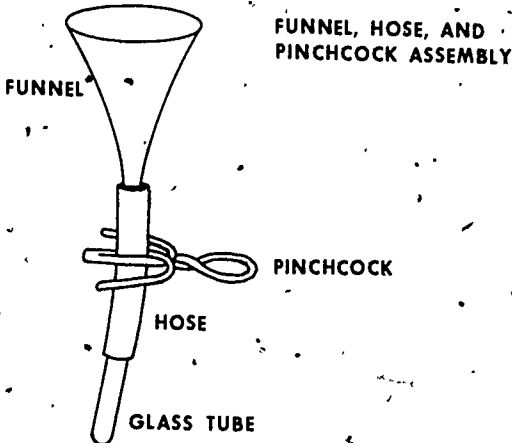
Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES																											
A.4.1-2 (Continued)	<p>Requirements for distilled water include the following:</p> <table> <tr> <th>Test</th><th>Analysis Requirement</th><th>Conducted</th></tr> <tr> <td>pH</td><td>4.5-8.5</td><td>Monthly</td></tr> <tr> <td>Conductivity</td><td>0.1 megohm as resistivity or <5.0 micromhos/cm at 25°C</td><td>Monthly</td></tr> <tr> <td>Trace metals:</td><td></td><td></td></tr> <tr> <td> A single metal</td><td>Not greater than 0.05 mg/l</td><td></td></tr> <tr> <td> Total metals</td><td>Equal to or less than 1.0 mg/l</td><td>Annually</td></tr> <tr> <td>Test for bactericidal properties of distilled water ("Standard Methods," 14th ed., p. 887)</td><td>0.8-3.0</td><td>Annually</td></tr> <tr> <td>Free Chlorine residual</td><td>0.0</td><td>Monthly</td></tr> <tr> <td>Standard plate count</td><td>Less than 10,000/ml</td><td>Monthly</td></tr> </table>	Test	Analysis Requirement	Conducted	pH	4.5-8.5	Monthly	Conductivity	0.1 megohm as resistivity or <5.0 micromhos/cm at 25°C	Monthly	Trace metals:			A single metal	Not greater than 0.05 mg/l		Total metals	Equal to or less than 1.0 mg/l	Annually	Test for bactericidal properties of distilled water ("Standard Methods," 14th ed., p. 887)	0.8-3.0	Annually	Free Chlorine residual	0.0	Monthly	Standard plate count	Less than 10,000/ml	Monthly	
Test	Analysis Requirement	Conducted																											
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Standard plate count	Less than 10,000/ml	Monthly																											
A.5.1	pH Meter: See cited reference	Std. Meth. 14:882																											
A.6.1-4a	Glassware: See cited reference on pipets and graduated cylinders, media utensils, bottles.	Std. Meth. 14:882-885																											
A.6.1-4b	Glassware can be checked for bacteriostatic or inhibitory residues by a bacteriological test procedure which, like the distilled water suitability test, should be undertaken only by professional bacteriologists or in laboratories where this test is done on a regular basis.																												
A.8.1-6	<p>Sample bottles:</p> <p>Wide-mouthed glass-stoppered bottles suggested, but other styles acceptable.</p> <p>If glass-stoppered bottles are used, a strip of paper should be placed in the neck of the bottle before placing the stopper in place in preparation for sterilization. This prevents the glass stopper from "freezing" in place during sterilization. The paper strip is discarded at the time of sample collection.</p>	Std. Meth. 14:884 14:904																											
A.9.1-6	<p>Pipets:</p> <p>This procedure is described in terms of reusable glass pipets. However, single-service prepackaged glass or plastic pipets may be purchased and used, if preferred. In case of use of single-service pipets, they will be sterile when purchased, are used one time, and discarded immediately after use. Accordingly, in the step-by-step procedures disregard any instructions about preparation of pipets for reuse in case of using single-service pipets.</p>	Std. Meth. 14:882-883																											

WATER MONITORING PROCEDURES: Coliform Test by the MPN Method for Drinking Water

FIELD AND LABORATORY EQUIPMENT (Continued)

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.9.7	Passing the opened can of pipets through a flame burns off excess cotton wisps sticking out of the mouthpiece of the pipet. If this is not done, it is almost impossible to control sample measurement accurately. Some workers may elect to accomplish this step prior to the sterilization procedure.	
A.10.3b	 <p>FUNNEL, HOSE, AND PINCHCOCK ASSEMBLY</p> <p>FUNNEL</p> <p>PINCHCOCK</p> <p>HOSE</p> <p>GLASS TUBE</p> <p>NOTE: UNIT NEED NOT BE STERILE FOR MEDIUM DELIVERY ONLY.</p>	

WATER MONITORING PROCEDURES: Coliform Test by the MPN Method for Drinking Water

FIELD AND LABORATORY ANALYSES

Section VII

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

B.3.11

There is no such thing as a "standard" data sheet for bacteriological tests. A simplified data sheet is shown below:

[illegible]

WATER MONITORING PROCEDURES: Coliform Test by the MPN Method for Drinking Water

FIELD AND LABORATORY ANALYSES

Section VII

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
C.4.2	<p>Transfers of LLSTB</p> <p>Transfers can be made, as indicated, with a wire loop having a diameter of at least 3 mm. An alternate method of transfer authorizes the use of an "applicator stick" which is a single service hardwood transfer device. Its dimensions are 0.2 to 0.3 cm in diameter and 2.5 cm longer than the test tube used in the analysis. The term single service denotes that the stick is pre-sterilized and used for a single transfer (LLSTB to BG) and then discarded in the pan containing disinfectant and a new sterile stick used for the next tube to be transferred. Use of this stick technique makes the gas burner unnecessary for the transfer process.</p> <p>This outline was prepared by: Rocco Russomanno, Microbiologist, National Training and Operational Technology Center, MTD, OWPO, USEPA, Cincinnati, Ohio 45268</p>	Std. Meth. 14-922

A PROTOTYPE FOR DEVELOPMENT OF
ROUTINE OPERATIONAL PROCEDURES

for the
COMPLETED TEST FOR THE MRN METHOD FOR DRINKING WATER

as applied in
DRINKING WATER TREATMENT FACILITIES
and in the
DISTRIBUTION SYSTEMS OF DRINKING WATER TREATMENT FACILITIES

National Training and Operational Technology Center
Municipal Operations and Training Division
Office of Water Program Operations
U.S. Environmental Protection Agency

BA.MET.1ab.WMP.5 a.10.78

Completed Test for the MPN Method for Drinking Water¹

Completed Test

Applied to 10 percent of all positive samples each quarter

Applied to all positive confirmed tubes in each test completed

Positive confirmed tubes streaked on EMB plates for colony isolation

Plates adequately streaked to obtain discrete colonies

Incubated at $35^{\circ} \pm 0.5^{\circ}\text{C}$ for 24 ± 2 hours

Typical nucleated colonies, with or without sheen, on EMB plates selected
for completed test identification

If typical colonies absent, atypical colonies selected for completed test
identification

If no colonies or only colorless colonies appear, confirmed test for that
particular tube considered negative

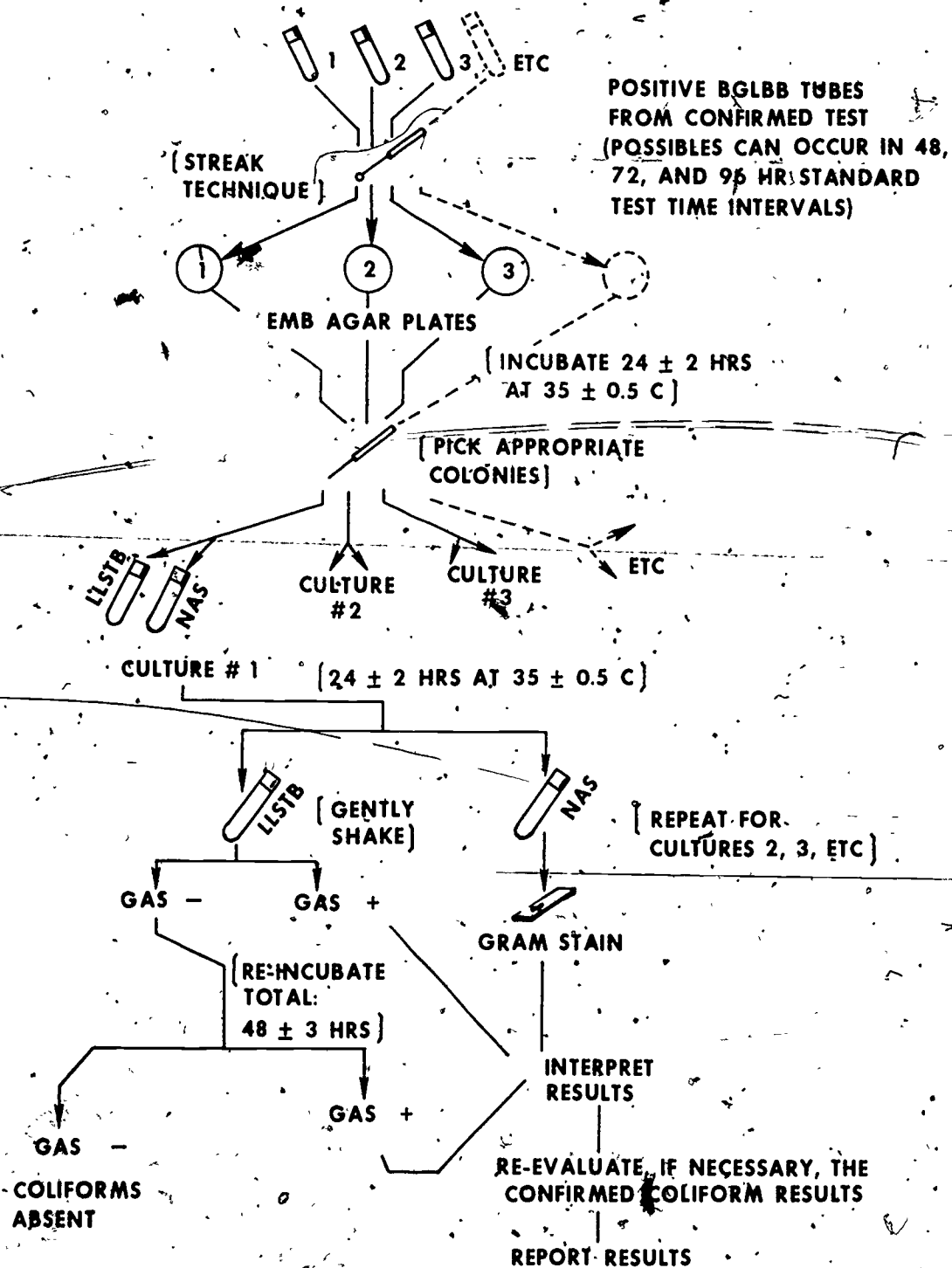
An isolated typical colony or two atypical colonies transferred to lauryl
tryptose broth

Incubated at $35^{\circ} \pm 0.5^{\circ}\text{C}$; checked for gas within 48 ± 3 hours

Cultures producing gas in lauryl tryptose broth within 48 ± 3 hours are
considered coliforms.

¹ MINIMUM REQUIREMENTS

COMPLETED TEST SCHEMATIC



WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

1. Analysis Objectives:

In drinking water control testing, this test is part of the Standard Test for Coliforms and is one of the two tests of choice for reporting purposes. The completed test must be applied in the examination of drinking water to at least ten (10) percent of all positive samples in each quarter, and, when a specific sample is being tested, applied to all positive confirmed tubes of that sample.

Repeat samples from the same location that consistently show three or more positive 10 ml portions should be tested by this procedure.

2. Brief Description of Analysis:

All positive tubes of BGLBB (brilliant green lactose bile broth) from the confirmed test of the Standard Coliform Test are individually and aseptically transferred onto EMB Agar by the streaking technique. After incubation for 24 ± 2 hours at $35 \pm 0.5^\circ\text{C}$, one or more typical isolated colonies are selected (dark-centered with or without sheen formation) or two or more atypical (if only these are present) isolated colonies (opaque; un-nucleated; mucoid; pink) from each plate and transferred to LLSTB (lactose lauryl sulfate tryptose broth) and a Nutrient Agar Slant (NAS). Thus, each selected pure culture is transferred to LLSTB and NAS and incubated for 24 ± 2 hours at $35 \pm 0.5^\circ\text{C}$. Tubes are inspected at this time for gas formation in the LLSTB and growth on the NAS. A Gram Stain is prepared from the NAS at this time and the slant aseptically (handled with sterile technique) manipulated and preserved under refrigeration for possible future need. A positive (gaseous) LLSTB is data recorded and discarded while a negative (non-gaseous) tube is re-incubated for an additional 24 hours (total of 48 ± 3 hours) when it is again inspected for gas production.

Coliforms are considered to have populated the original BGLBB tubes if pure culture gram-negative, non-sporeforming rods, which gaseously fermented lactose were isolated by this procedure. Any other results are considered to be the actions of non-coliforms except in the case of lactose fermenters which are caused by mixed culture (two or more different organisms consisting of gram-positive and gram-negative forms). In this case, the retained Nutrient Agar Slant is restreaked on EMB and the subsequent procedures repeated to attempt to isolate the gram-negative pure culture having the coliform characteristics mentioned. Adjustments, if any, are made to the tube codings and the MPN re-calculated to give an MPN completed result which is now the required reportable result.

This procedure conforms to the Standard Total Coliform MPN Tests as described in Standard Methods for the Examination of Water and Wastewater, 14th ed. (1975). p. 914

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

Equipment and Supply Requirements

A. Capital Equipment

1. *Autoclave, providing uniform temperatures up to and including 121°C, equipped with an accurate thermometer, pressure gauges, saturated steam power lines and capable of reaching required temperature within 30 minutes
2. Balance, 0.1 g sensitivity at load of 150 g
3. Air *incubator to operate at 35°C \pm 0.5°C
4. Oven, *hot-air sterilizing or drying, to give uniform temperatures and with suitable thermometer to register accurately in range of 160-180°C
5. pH meter, accurate to at least 0.1 pH unit, with standard pH reference solution(s)
6. Water distillation apparatus, (glass or block tin), or source of distilled water suitable for bacteriological operations
7. Microscope, compound, oil immersion lens, Abbe condenser

B. Reusable Supplies:

1. Apron or coat suitable for laboratory
2. Baskets, wire, for discarded cultures
3. Hotplate with magnetic whirl feature, if desired
4. Burner, gas, Bunsen burner type
5. Counter, colony, Quebec type, Darkfield Model with guide plate
6. Inoculation loop and needle, 3 mm diameter for loop and both of nichrome or platinum-iridium wire, 26 B&S gauge, in holders
7. Pan, to receive discarded contaminated pipets and glassware (must contain disinfectant before use)
8. Racks, culture type*, 10 x 5 openings, to accept tubes at least 25 mm in diameter
9. Sponge, for cleaning desk top
10. Tubes, culture*, 150 x 18 mm (metal caps for fermentation and screw-cap for slants)
11. Tubes, fermentation*, 75 x 10 mm vials to be inverted in culture tubes
12. Flasks, Erlenmeyer: 500 ml; 300 ml; 250 ml
13. Graduates: 500 ml; 250 ml

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

Equipment and Supply Requirements (Continued)

C. Consumable Supplies:

1. Bibulous paper
2. Dishes, petri, 100 x 15 mm, sterile plastic, disposable
3. Disinfectant, for bench tops (Can use household bleach solution prepared according to instructions on bottle)
4. Distilled water, suitable for bacteriological cultures (note distillation apparatus required in capital equipment)
5. Eosin methylene blue agar, dehydrated medium (Levine modification)
6. Gram stain solutions, complete set
7. Lactose Lauryl Sulfate Tryptose Broth, dehydrated medium
8. Nutrient Agar, dehydrated medium
9. Slides, microscopic, glass, 1" x 3"
10. Foil, aluminum
11. Matches
12. Wax pencils (recommend soft as equivalent to Blaisdell 169T)

*Items marked are needed in quantities or require size or space allowances which cannot be specified here, as they vary according to the daily analysis schedule. As a rule-of-thumb, space/size or quantity requirements should be at least 3 times the normal daily requirements. For further information on specifications for equipment and supplies, see the Microbiology Section of the current edition of "Standard Methods for the Examination of Water and Wastewater."

2
WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures			
1. 35°C Incubator Set-Up, Adjustment	1. Place 35°C incubator in permanent location.	Aa. All pre-test procedures completed before starting other first-day procedures. 1a. Out of drafts or places where it will be in sunlight part of day. 1b. Location convenient to laboratory bench 1c. Convenient source of electric power.	V.A.1 V.A.1.1 (p. 46)
	2. Install thermometer.	2a. Thermometer functions at least in 30°-40°C range and have intervals of 0.5° or less indicated. Meets NBS standards. 2b. Location should be central in incubator. 2c. Mercury bulb thermometer should be fitted with cork or rubber stopper and mounted in small bottle filled with liquid (glycerine, water, or mineral oil).	V.A.1.2 (p. 46)
	3. Install shallow pan of water in bottom of incubator.	3a. In most incubators a pan having about 1 square foot of area, with water about 1 inch deep, is satisfactory. 3b. Maintains condition of saturated relative humidity, <u>required</u> in bacteriological incubator. 3c. Requires daily check, with addition of water as necessary, to keep water in pan at all times.	V.A.1.3 (p. 46)
	4. Connect incubator to electric power source.	4a. Many incubators have pilot light to indicate power turned on.	
	5. Adjust temperature until stabilized at required temperature.	5a. Manufacturer's instructions for method temperature adjustment. 5b. Operation must be at 35° ± 0.5°C. 5c. Allow about 1 hour between adjustments.	V.A.1.5 (p. 46)
	6. Operate bacteriological incubator continuously.	6a. Requires daily check with written temperature record, with adjustment and water addition as necessary.	V.A.1.6 (p. 46)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedures (Continued)</p> <p>2. Oven, Sterilizer-Drier, Setup</p>	<p>1. Place oven sterilizer in permanent location.</p> <p>2. Install thermometer.</p> <p>3. Connect oven sterilizer to power source and turn on.</p> <p>4. Adjust temperature to stabilize at required temperature.</p> <p>5. Operate oven sterilizer only when needed. Turn off when not in use.</p>	<p>1a. Convenient to source of electric power usually on table or bench.</p> <p>2a. Should indicate the 160° - 180°C range, be accurate within this interval, and be marked in 1.0 degree intervals.</p> <p>3a. Usually has pilot light to indicate power on.</p> <p>4a. Operated as near to 170°C as possible; not lower than 160° or higher than 180°C.</p> <p>5a. Turned ON in advance of need to permit reaching required temperature before introducing material.</p> <p>5b. Oven used to sterilize or dry glassware, metal objects.</p> <p>5c. Oven sterilizer <u>not</u> used with culture media, solutions, plastics, rubber objects, or with anything containing or including these.</p> <p>5d. Paper-wrapped glass pipets, graduates, flasks, etc. may be sterilized in oven sterilizer.</p>	<p>V.A.2.1-5 (p. 47)</p>
<p>3. Autoclave Setup</p>	<p>1. Install and operate autoclave according to manufacturer's instructions.</p>	<p>1a. Autoclaves extremely variable in design and operation; also, potentially dangerous.</p> <p>1b. Used to sterilize objects made of, or including liquids, rubber, culture media.</p> <p>1c. Glassware <u>may</u> be autoclave sterilized but must be dried afterward.</p> <p>1d. Most plastics <u>not</u> sterilized in autoclave; plastics usually require chemical sterilizers.</p> <p>1e. Autoclave usually operated at 121°C for 15 min.</p> <p>1f. Sterilized media must be removed from autoclave as soon as possible after autoclave is reopened.</p>	<p>V.A.3.1 (p. 47)</p>

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)			
4. Water Distillation Equipment	<ol style="list-style-type: none"> 1. Install and operate in accordance with manufacturer's instructions. 2. Operate as required to maintain adequate supplies of distilled water. 	<ol style="list-style-type: none"> 1a. Must produce distilled water meeting quality requirements for bacteriological tests. 2a. Reserve supplies kept in borosilicate glass carboys or in plastic carboys made of material which will not dissolve substances which will affect growth of bacteria. 2b. Same distillation apparatus used for bacteriological purposes may be used for chemical reagents. 	V.A.4.1-2 (p. 47)
5. pH meter	<ol style="list-style-type: none"> 1. Have unit available and operable. 	<ol style="list-style-type: none"> 1a. Unit for pH check on finished culture media. 	V.A.5.1 (p. 48)
6. Glassware	<ol style="list-style-type: none"> 1. Wash all glassware in hot detergent solution. 2. Rinse at least once in hot tap water. 3. Rinse in distilled water, at least 6 successive times, and 4. Dry in air or oven. 	<ol style="list-style-type: none"> 1a. Nontoxic detergent. 1b. Be sure <u>all</u> contents and markings are washed away. 4a. No visible spots or scum; glass should be clean and sparkling. 4b. Glassware suitable for use in bacteriological operations. 	V.A.6.1-4a (p. 48) V.A.6.4b (p. 48)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued) 7. Preparation of Lactose Lauryl Sulfate Tryptose Fermentation Broth (LLSTB)	<ol style="list-style-type: none"> 1. Weigh 8.9 grams of dehydrated Lactose Lauryl Sulfate Tryptose Broth. Close cover of bottle of dehydrated medium <u>tightly</u> after removal. 2. Dissolve in 250 ml distilled water. 3. Place 10.5 ml of the solution of prepared LLSTB in each culture tube. 4. Insert one fermentation vial into each tube of medium, <u>open end down</u>. 5. Place tube cap on each tube of culture medium. 6. Sterilize in autoclave. 7. Cool medium to room temperature. 	<ol style="list-style-type: none"> 1a. Dehydrated media takes moisture out of air; can become caked. 1b. Caked media unsatisfactory; should be discarded. 2a. Use a 500 ml Erlenmeyer flask. 2b. Gentle heat (no boiling) if necessary to complete dissolving medium. Usually a vigorous agitation will completely dissolve the medium. 3a. Use 150 x 18 mm tubes. 3b. A 25 ml pipet, automatic pipetter, or funnel, hose and pinchcock assembly are acceptable. 3c. Accuracy of delivery: + 0.5 ml. 3d. Approximately 23 tubes will be necessary. 4a. Tubes and vials washed as indicated previously. 4b. Use 75 x 10 mm tubes. 5a. After all tubes have been filled and have individual vial. 6a. Within 1 hour after medium prepared. 6b. Sterilization at 121°C for 15 minutes. 6c. Medium <u>must</u> be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" mode of steam removal. 7a. Medium ready for use when cool and individual vials are completely filled with fluid. No bubbles must be present. Wait for complete cooling before checking for bubbles. 	V.A.7.3 (p. 48)

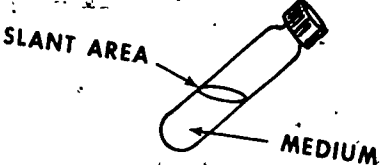
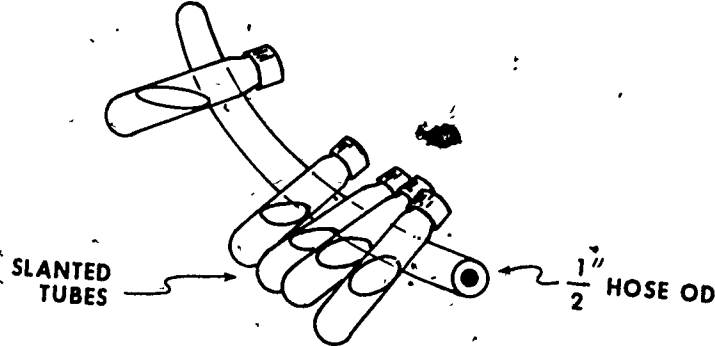
WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	<p>8. Check pH of finished medium.</p> <p>9. If final pH is not satisfactory, discard medium and prepare new batch with pH adjustment before sterilization.</p> <p>10. Store medium in cool dark place.</p>	<p>8a. Should be pH 6.7 - 6.9. It is rare that deviations occur with this preparation.</p> <p>9a. pH value ordinarily drops about 0.2 pH unit.</p> <p>9b. Check for dirty glassware, acid residues in glassware, etc.</p> <p>10a. Not in refrigerator. Usually in laboratory cabinet in darkness.</p> <p>10b. May be stored up to 1 week if evaporation not more than 10% in loose-fitting capped tubes. With screw-capped tubes, medium should be held no longer than 3 months.</p>	
8. Preparation of Eosin Methylene Blue Agar (EMB Agar)	<p>1. Weigh 7.5 grams of dehydrated eosin methylene blue agar. Close cover of bottle of dehydrated medium <u>tightly</u> after removal.</p> <p>2. Dissolve in 200 ml distilled water.</p>	<p>1a. Use only Levine's modification as this medium has a number of modifications for differing purposes.</p> <p>1b. Dehydrated media takes moisture out of air; can become unacceptably caked.</p> <p>2a. Use a 300 ml Erlenmeyer flask with double layer foil cap.</p> <p>2b. Heat to boiling to dissolve completely. Do not prolong boiling.</p> <p>2c. Frequent agitation is necessary to prevent burning of medium.</p> <p>2d. All of the agar must be in solution. Agar will be recognized as particulate matter along the sides of the flask. Gently swirl flask until all of this material is off of sides and into medium.</p>	V.A.8.2c (p. 48)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	3. Sterilize medium in autoclave.	3a. For 15/15 to effect complete sterilization (15 psi for 15 minutes). 3b. Medium must be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" mode of steam removal. 4a. Can also be poured "hot" from autoclave with precautions, such as using asbestos glove, for personal protection. 4b. A flocculant may form after autoclaving. Swirl flask gently during plate (dish) filling. 4c. About 10-12 mls/plate. About 15 plates will be required. 4d. Cover plates as they are poured. Do not place covers on bench where they can become contaminated.	
	4. Cool medium to 50-60°C and pour into sterile petri dishes. 5. Allow dishes to cool to room temperature and then dry. 6. Check pH of one of the plates.	5a. Agar will solidify and allow plate to be moved without disturbing medium. 5b. Invert plates (turn upside down) and place in 35° incubator overnight. This will allow plates to dry and remove excess moisture. 5c. Plates can be used when agar surface is "dry" (does not have water droplets). 6a. Insert pH meter probes into agar medium using one of the plates of the batch. 6b. Should read 7.0 - 7.2. 6c. Discard plate after measuring pH. Alternately, to save medium, one could fill a small clean receptacle, or, a 60 x 15 mm petri dish for this check. 6d. Out of range reading denotes unacceptable procedure, equipment, or materials used (dirty glassware, poor water supply, overheating, etc.). Discard plates and rectify problem.	

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	7. Label and date batch of plates.. Store either at room temperature when use is made of plates within several days or in sealed plastic bags, at 4°C.	7a. Can be kept for one month under refrigeration as described. Plates may have to be re-dried in the incubator overnight (inverted) after removal from refrigerator.	
9. Prepare Gram-Stain Solutions	1. Prepare solutions as recommended by manufacturer.	1a. Premixed dyes will probably only require dilution. 1b. If desirous to prepare dyes from scratch, consult Standard Methods for procedure.	Std. Meth. 14:918-919
10. Prepare Nutrient Agar Slants (NAS).	1. Weigh 2.9 grams of dehydrated nutrient agar. Close cover of bottle of dehydrated medium <u>tightly</u> after removal. 2. Dissolve in 125 ml distilled water. 3. Dispense 6-7 ml's of medium into screw-cap tubes. 4. Place screw caps loosely on each tube which are packed loosely in a test-tube rack, beaker, etc.	1a. Dehydrated media takes moisture out of air; can become caked. 1b. Caked media unsatisfactory; should be discarded. 2a. Use a 250 ml Erlenmeyer flask with double layer foil cap. 2b. Heat to boiling to completely dissolve. 2c. Frequent agitation is necessary to prevent burning of medium. 2d. All of agar must be in solution. Agar will be recognized as particulate matter along the sides of the flask. Gently swirl flask until all of this material is off of sides and into medium. 3a. Use 150 x 18 mm screw-cap tubes. 3b. A 10 ml pipet, automatic pipetter, or funnel, hose, and pinchcock assembly are acceptable. 3c. Approximately 25 tubes will be required. 4a. Allows steam to penetrate to medium.	V.A.8.2c (p. 48) V.A.7.3 (p. 48)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	5. Sterilize tubes in autoclave.	5a. For 15/15 to effect complete sterilization (15 psi for 15 minutes). Remove medium as soon as possible after cycle (slow vent mode) is completed.	V.A.3.1 (p. 47)
	6. Tighten caps and slant hot medium:	<p>6a. Tight caps will prevent further loosening and possible contamination.</p> <p>6b. Necessary to slant while hot so that medium will not solidify in upright position.</p> <p>6c. "Slanting" is done to allow a large surface area for growth of bacteria.</p>  <p>6d. Apparatus for tube holding while in the slanted position can range from expensive "angle" controlled supports to as simple and effective a method as below:</p> 	

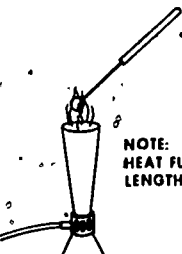
WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedures (Continued)</p> <p>11. Final Equipment and Supply Check</p>	<p>7. Allow tubes to solidify before removing from slanted position and placing in test tube rack.</p> <p>8. Date and label medium as nutrient agar. Store in refrigerator.</p> <p>1. Check to be sure that all equipment and supplies, solutions, and prepared media are ready before starting sample examination.</p>	<p>7a. Solidified tubes can be picked up and will retain "slanted" position of medium. Tubes will start to harden below 40°C and take on an "opaque" form as they harden.</p> <p>8a. Temperature 1-4.4°C.</p> <p>8b. Can be stored for up to 3 months (if kept in dark and evaporation is not excessive (less than .25 ml)).</p> <p>1a. Check general list of equipment and supplies.</p> <p>1b. Each test requires:</p> <ul style="list-style-type: none"> 1 - 5 EMB agar plates 1 - 10 Nutrient agar slants 1 - 10 LLSTB tubes Bacteriological loop Bacteriological needle 1 - 10 Microbiological slides Gram stain reagents, set <p>Since, as shown, the numbers of items can vary (depending upon the number of confirmed test positives and subsequent EMB colony forms) this WMP (Water Monitoring Procedure) will specifically pick a hypothetical situation which will give the reader a cross-section of conditions which could occur.</p>	
<p>B. Initial Procedures</p> <p>1. Equipment Maintenance</p>	<p>1. Check, record, and adjust incubator temperature.</p> <p>2. Add water to pan in incubator as necessary.</p>	<p>1a. See A.1.1.1-6.</p> <p>1b. Should be in operating condition since MPN test's earlier phases are in progress (<u>Presumptive</u> and <u>Confirmed</u> tests).</p>	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																												
B. Initial Procedures (Continued) 2. Data Sheet Inspection	1. Locate data sheet and verify that the required sample is being processed. 2. Use active sheet of the 48 hour MPN test (partial completion of the confirmed test) with 48 hour presumptive tubes and 24 hour confirmed tubes "saved."	1a: A "new" data sheet does not have to be initiated since the sample is already being processed. 2a. A typical sheet may look like this: (Test Portion) 24 hour Column entry (tubes processed previously) 48 hour Column entry (positive tube transferred) Confirmed test: positive tube saved for completed test. Negative tube is re-incubated. <div>Observe</div> <table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGGB</th><th colspan="4">Completed, LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr><tr><td rowspan="5">10</td><td>+</td><td></td><td>+</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>+</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> 2b. Note that 10 ml volumes were used for each of the 5 tubes for the presumptive test. 2c. Tubes "saved" will be used to initiate the completed test.	Amount Sample ml	Preservative LLSTB		Confirmed BGGB		Completed, LLSTB				24 hr	48 hr	24 hr	48 hr	EMB	24	48	GS	10	+		+						-	-							-	+							+		-						-	-																									VII.B.2 (Suggested Data Sheet) (p. 50)
Amount Sample ml	Preservative LLSTB			Confirmed BGGB		Completed, LLSTB																																																																									
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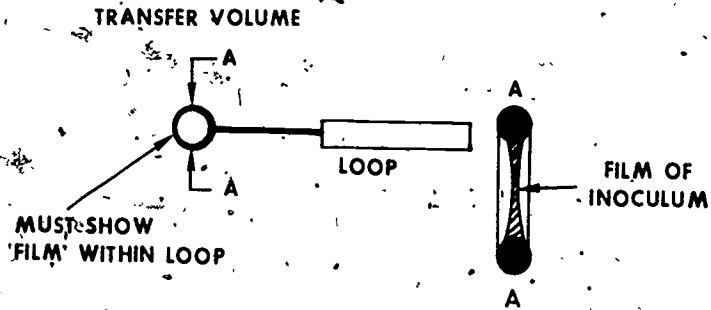
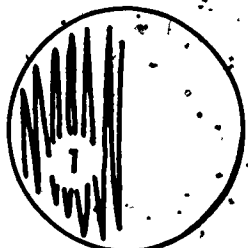
WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																														
B. Initial Procedures (Continued)																																	
3. Lab Bench Disinfection	1. Disinfect laboratory bench; wipe dry.	1a. Sponge and disinfectant; paper toweling.																															
4. Continue Standard MPN Test Procedure	1. Transfer positive LLSTB tubes of the presumptive stage.	1a. From data sheet (B.2.2.2a), note that one tube will be transferred from the presumptive stage to the confirmed stage: <div><div>Amount Sample ml</div><div>Preservative LLSTB 24 hr48 hr</div><div>Confirmed BGLBB 24 hr48 hr</div><div>Comp Li EMB</div><table><tr><td></td><td>+</td><td>-</td><td>+</td><td></td><td></td></tr><tr><td>10</td><td>-</td><td>-</td><td></td><td></td><td></td></tr><tr><td>1</td><td>-</td><td>+</td><td></td><td></td><td></td></tr><tr><td></td><td>+</td><td>-</td><td>-</td><td></td><td></td></tr><tr><td></td><td>-</td><td>-</td><td></td><td></td><td></td></tr></table><div>Transfer this to BGLBB</div></div>		+	-	+			10	-	-				1	-	+					+	-	-				-	-				Std. Meth. 14:917
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		1b. Progress of this transfer will be monitored for possible inclusion to the completed test.																															

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																														
B. Initial Procedures (Continued) Completed Test Start: First Day Procedure 5. Select BGLBB Positives from Confirmed Test	1. Select "positives" from confirmed "24" hour tubes for processing.	1a. One positive BGLBB tube is to be processed: Disregard these negatives in coliforms absent (see schematic). <table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th></tr><tr><td rowspan="5">10</td><td>+</td><td>-</td><td>+</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>-</td><td>+</td><td>-</td><td>-</td></tr><tr><td>+</td><td>-</td><td>-</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr></table> <p>This is the tube to be processed to EMB.</p> <p>Negative tube to be re- incubated as per Conf- irmed test require- ments (Std. Meth. 14:920).</p>	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		24 hr	48 hr	24 hr	48 hr	10	+	-	+	-	-	-	-	-	-	+	-	-	+	-	-	-	-	-	-	-	
Amount Sample ml	Preservative LLSTB			Confirmed BGLBB																													
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6. Prepare EMB Agar Plates	1. Shake positive BGLBB tube vigorously. 2. Sterilize a bacteriologi- cal loop.	1a. Allows organisms to be suspended in the broth. 2a. Heat in burner to redness all the way to handle:  <p>NOTE: HEAT FULLY ENTIRE LENGTH OF LOOP</p>																															

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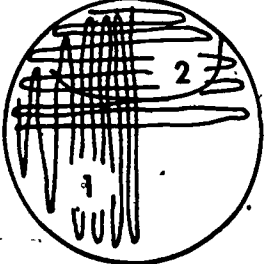
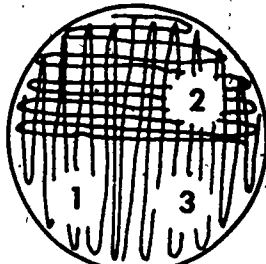
WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. Initial Procedures (Continued)	<p>3. Allow loop to cool (5-10 seconds).</p> <p>4. Remove cap from BGLBB tube.</p> <p>5. Insert loop into broth to obtain film transfer. Cover tube and discard.</p> <p>6. Streak transfer inoculation from loop to corner of EMB agar plate.</p>	<p>3a. Avoids possible spattering when loop is inserted into tube.</p> <p>5a. "Film" within loop represents transfer volume.</p>  <p>6a. Agar surface must be dry for satisfactory results.</p> <p>6b. Streak the inoculation <u>lightly</u> back and forth over half the agar surface, as in ①, avoiding scratching or breaking the agar surface.</p> 	<p>V.B. 6.5 (p. 48)</p> <p>VII.B.6.6 (p. 50)</p>

(Over for pictorial representation)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>B. Initial Procedures (Continued)</p>	<p>7. Sterilize (flame) loop and air-cool as before.</p> <p>8. Streak another segment of plate to carry portion of inoculation into another area of medium.</p>	<div data-bbox="887 370 1725 948"> </div> <p>6c. Use aseptic (sterile) technique to prevent contamination of medium. Close cover of petri dish when not streaking.</p> <p>8a. Turn petri dish about one-quarter-turn in the holding hand (allows easier streaking).</p> <p>8b. Streak the loop's tip lightly back and forth over one-half the agar surface working from area ① into one-half the unstreaked area of the agar.</p> <p>(Over for pictorial representation)</p>	<p>5</p>

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. Initial Procedures (Continued)	9. Sterilize loop and air-cool.	 <p>8c. Technique allows "dilution" of original heavy inoculum to occur into an area where less growth will now result.</p>	
	10. Streak the remaining un-streaked area of medium.	<p>10a. Turn the petri dish one-quarter-turn in the holding hand.</p> <p>10b. Streak the tip lightly back and forth over one-half the agar surface, working from area ② into area ③.</p>  <p>10c. Do not allow any of streaks to touch original streaking area (separate ③ from ①).</p> <p>10d. Further "dilution" will now occur to allow "pure" cultures to grow into colonies.</p>	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. Initial Procedures (Continued)	<p>11. Flame sterilize the loop and set it aside.</p> <p>12. Invert dish (turn up-side-down) and identify.</p> <p>13. Incubate EMB agar plate.</p>	<p>10e. Close the culture container, and, until the colonies (bacterial growth forms) are picked, keep the top and bottom as a unit without allowing separation to occur.</p> <p>12a. Use grease pencil (wax pencil) to label bottom of dish.</p> <p>12b. A suggested labeling could be:</p> <div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="text-align: center; margin-right: 5px;">312 1</div> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 20px; height: 2px; background-color: black; margin-bottom: 2px;"></div> <div style="width: 20px; height: 2px; background-color: black; margin-bottom: 2px;"></div> </div> </div> <div style="margin-left: 10px;"> <p>← Lab assigned no. for this sample</p> <p>← Indicates 1st tube in row of 5 tubes</p> </div> </div> <p>13a. At $35^{\circ} \pm 0.5^{\circ}\text{C}$ for 24 hours.</p> <p>13b. Keep in inverted position (avoids water droplets, if formed, from falling on the medium surface and ruining the plate).</p>	
C. Second-Day Procedures	<p>1. Equipment Maintenance</p> <p>2. Lab Bench Disinfection</p> <p>3. Data Sheet Recordings</p>	<p>1. Check, record, and adjust incubator temperature.</p> <p>1. Disinfect laboratory bench; wipe dry.</p> <p>1. Locate required data sheet.</p> <p>2. Remove cultures from incubator and assemble with data sheet.</p> <p>1a. Sponge and disinfectant; paper toweling.</p> <p>1a. Sample "312" in our example.</p> <p>2a. 1 EMB plate (24 hours old) 1 BGLBB tube (24 hours old) 1 BGLBB tube (48 ± 3 hours old)</p>	

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Second-Day Procedures (Continued)	3. Read BGLBB tubes for gas and record results.	<p>3a. Any amount of gas is considered positive. Shake tubes gently before reading.</p> <p>3b. Assume the following results:</p> <div><p style="text-align: right;">Negative tube re-incubate</p><p style="text-align: center;">Sampler </p></div>	

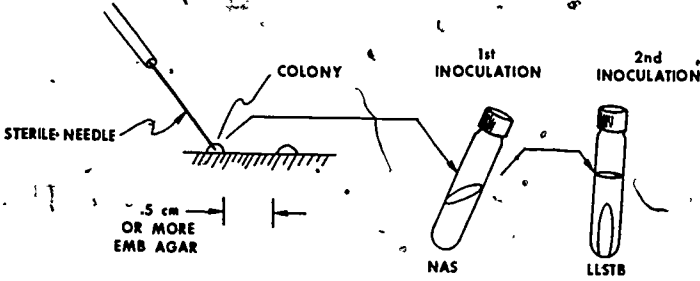
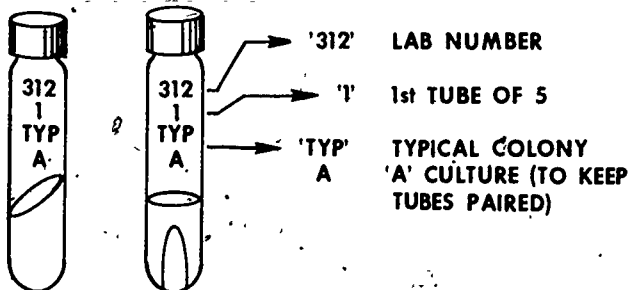
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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>C. Second-Day Procedures (Continued)</p> <p>4. EMB Agar Plate Inspection</p>	<p>1. Remove cover from EMB agar plate and inspect growth.</p>	<p>1a. Usual plate growth (colonies) will be as indicated:</p> <div data-bbox="1001 520 1676 735"> <p>AREA 1 (HEAVY INOCULUM)</p> <p>AREA 2 (MODERATE GROWTH)</p> <p>AREA 3 (ISOLATED COLONIES)</p> <p>APPEARANCE OF STREAK - PLATE AFTER INCUBATION INTERVAL</p> </div> <p>OR OCCASIONALLY,</p> <div data-bbox="1001 949 1676 1197"> <p>AREA 1 (HEAVY INOCULUM)</p> <p>AREA 2 (HEAVY GROWTH)</p> <p>AREA 3 (LACK OF COLONY ISOLATION)</p> <p>APPEARANCE OF STREAK - PLATE AFTER INCUBATION INTERVAL</p> </div>	

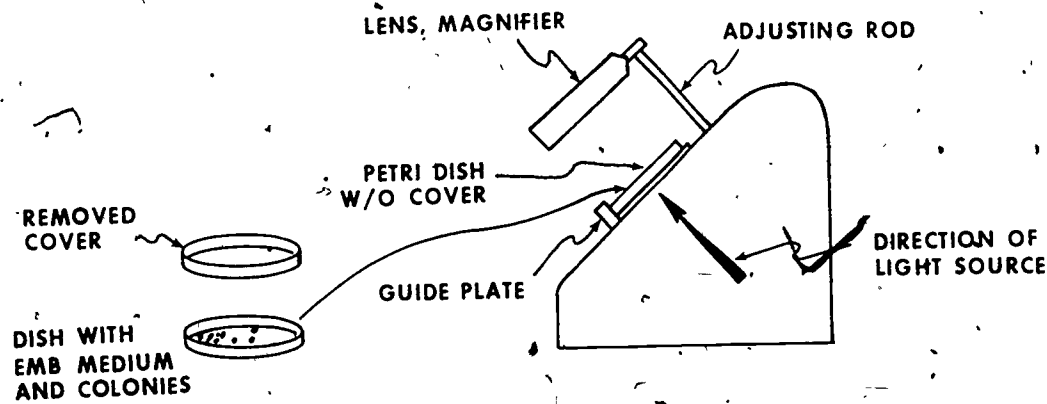
WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Second-Day Procedures (Continued)		<p>1b. In the case of isolated colonies, one could proceed to the next step of the completed test (C.5)</p> <p>1c. In the case of a lack of isolated colonies, one must proceed to re-streak another plate to attempt isolation of a colony. As follows:</p> <p><u>Reisolation Procedure</u></p> <p>A. Flame sterilize a loop and air-cool.</p> <p>B. Immerse the loop into an area which shows a representative growth mass. Occasionally, the loop must be touched to two or three masses to obtain this material.</p> <p>C. Close cover and discard EMB plate.</p> <p>D. Streak plate of fresh, dry EMB agar using the same techniques as previously outlined, except that it would be wise to allow more streaking sequences with an increased number of loop flamings. This would more likely ensure better isolation:</p> <div data-bbox="889 999 1747 1412"> </div> <p>E. Incubate as previously outlined.</p>	III.C.4.1b (p. 45)


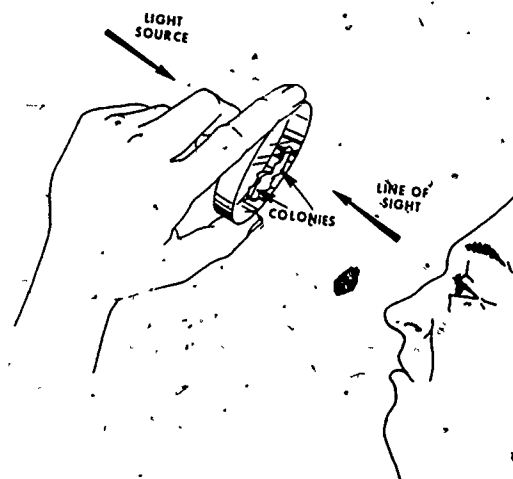
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Second-Day Procedures (Continued)		<p>1d. Recommended technique is to pick pure colony and with a single transference, inoculate both the LLSTB and the NAS in a single motion.</p>  <p><u>NAS</u>... Flame top of tube for about two seconds prior to entering with sterile (flamed) needle. Gently swab surface of agar medium. Replace screw-cap which is held in hand without contaminating during procedure.</p> <p><u>EMB</u>... Discard plate after inoculation completed.</p> <p><u>LLSTB</u>... Transfer inoculation directly to LLSTB tube. Return to colony is not necessary. Flaming of tube top not necessary. Shake needle in broth for transfer.</p> <p>1e. Label tubes for identification. Such a labeling could be as follows:</p> 	

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																												
C. Second-Day Procedures (Continued)		<p>1f. Incubate tubes at 35° + 0.5°C.</p> <p>1g. Indicate the type of EMB plate colonies observed:</p> <p>Indicates typical colonies</p> <p>Observations</p> <table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th><th colspan="4">Completed LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr><tr><td rowspan="5">10</td><td>+</td><td>-</td><td>+</td><td>-</td><td>TYP</td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>+</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB				24 hr	48 hr	24 hr	48 hr	EMB	24	48	GS	10	+	-	+	-	TYP				-	-							-	+	-	-					+	-	-	-					+	-																									
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		<p>1h. Indicate the numbers of pure cultures picked:</p> <p>Indicates first positive culture "A"</p> <p>Observations</p> <table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th><th colspan="4">Completed LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr><tr><td rowspan="5">10</td><td>+</td><td>-</td><td>+</td><td>-</td><td>TYP</td><td></td><td></td><td>1A</td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>+</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1B</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1C</td></tr></table> <p>If more than one pure culture was picked from the EMB plate derived from the first tube, indicate here as B, C, etc.</p>	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB				24 hr	48 hr	24 hr	48 hr	EMB	24	48	GS	10	+	-	+	-	TYP			1A	-	-							-	+	-	-					+	-	-	-					-	-															1B									1C	
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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>C. Second-Day Procedures (Continued)</p> <p>5. EMB Agar Plate Colony Transfer</p>	<p>1. Transfer pure cultures to LLSTB and NAS.</p>	<p>II. <u>Atypical Colonies</u> (Usually a Non-Coliform)</p> <p>These colonies may be opaque, unnuclated, mucoid, or pink after the prescribed incubation period.</p> <p>1a. Use flamed and air-cooled needle for fishing (picking).</p> <p>1b. Use of colony counter as a magnification aid is recommended</p>  <p>LENS, MAGNIFIER</p> <p>ADJUSTING ROD</p> <p>PETRI DISH W/O COVER</p> <p>GUIDE PLATE</p> <p>DIRECTION OF LIGHT SOURCE</p> <p>REMOVED COVER</p> <p>DISH WITH EMB MEDIUM AND COLONIES</p>	
		<p>1c. Pick one or more typical colonies, or, two or more atypical colonies and transfer each of them into their own set of tubes (LLSTB and NAS).</p>	

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Second-Day Procedures (Continued)		<p>1d. Pure growths (colonies) can be regarded as falling into two groupings:</p> <p>I. <u>Typical Colonies</u> (Characteristic of Coliforms)</p> <p>Colonies with dark centers commonly termed "nucleated" or "fisheye" when viewed from the bottom of the plate:</p>  <p>etc.</p> <p>These colonies may or may not have a metallic-like sheen characteristic on the surface of the colony.</p> 	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																		
D. Third-Day Procedures																																																					
1. Equipment Maintenance	1. Check record, and adjust incubator temperature.																																																				
2. Lab Bench Description	1. Disinfect laboratory bench	1a. Sponge and disinfectant; paper toweling.																																																			
3. Data Sheet Recordings	1. Locate required data sheet.	1a. Sample "312" is our example.																																																			
	2. Remove cultures from incubator and assemble with data sheet.	2a. 1 NAS } Since we transferred one colony... 1 LLSTB } could have been more cultures (i.e., } at least 2 pairs if atypicals were } present only). 24 hour incubation. 1 BGLBB 48 ± 3 hours of incubation	See C.3.3b																																																		
	3. Read BGLBB tube for gas and record results. Tube labeled:	3a. Any amount of gas is considered positive. Shake the tube gently before reading. 3b. Assume the following result:																																																			
	312	Positive tube (within 48 ± 3 hours)																																																			
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		<table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th><th colspan="4">Completed LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr><tr><td rowspan="4">10</td><td>+</td><td>-</td><td>+</td><td>-</td><td>TYP</td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td>-</td><td>+</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>+</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr></table>	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB				24 hr	48 hr	24 hr	48 hr	EMB	24	48	GS	10	+	-	+	-	TYP				-	-	-	+					-	+	-	-					+	-	-	-					
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		3c. Retain the tube for further processing																																																			
		(EMB → NAS → LLSTB)																																																			

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																		
D. Third-Day Procedures (Continued)	4. Check NAS and LLSTB for growth and gas, respectively, and record results.	<p>4a. Growth on the NAS is readily visible as an opaque mass which was not present on the sterile medium. No recordings are necessary for this growth--it will be used for a gram stain.</p> <p>4b. Any amount of gas production in the LLSTB is considered positive. Shake the tube gently before reading.</p> <p>4c. Assume the following result:</p> <p style="text-align: right;">*Negative tube (re-incubate for an additional 24 hours)</p> <div style="text-align: center;"><p>Observations</p><table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed EGLBB</th><th colspan="4">Completed LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr><tr><td rowspan="4">10</td><td>+</td><td>-</td><td>+</td><td>-</td><td>TYP</td><td>-</td><td>-</td><td>IA</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>+</td><td>-</td><td>+</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr></table></div> <p>*Had this tube been positive, the completed test may have been terminated this third day instead of tomorrow (fourth day).</p>	Amount Sample ml	Preservative LLSTB		Confirmed EGLBB		Completed LLSTB				24 hr	48 hr	24 hr	48 hr	EMB	24	48	GS	10	+	-	+	-	TYP	-	-	IA	-	-	-	-					+	+	-	+					-	-	-	-					
Amount Sample ml	Preservative LLSTB			Confirmed EGLBB		Completed LLSTB																																															
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4. Gram Stain Preparation	1. Assemble gram staining materials and culture.	<p>1a. 1 Bacteriological glass slide</p> <p>1 Dropper bottle containing ammonium oxalate-crystal violet dye</p> <p>1 Dropper bottle containing Lugols solution (grams modification)</p> <p>1 Dropper bottle containing safranin dye</p> <p>1 Dropper bottle containing acetone-alcohol</p> <p>1 Squeeze bottle containing tap water</p> <p>Bibulous paper</p> <p>NAS (culture 1 A) 24 hour culture</p>	<p>Std. Meth. 14:918-919 III.D.4 (p. 45)</p>																																																		

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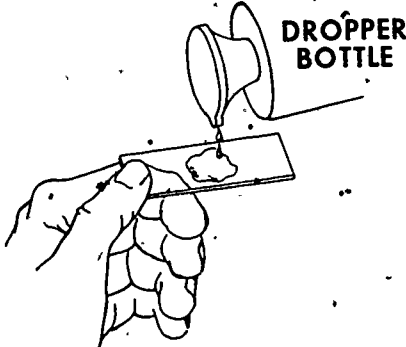
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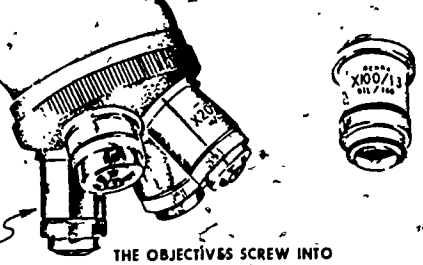
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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. Third-Day Procedures (Continued)			
	2. Prepare glass slide.	1b. Twenty-four hour culture is recommended for preparation. Older cultures can give erroneous results. 2a. Must be clean. 2b. Helpful to clean with alcohol, distilled water, and lens tissue. 2c. Place a drop of distilled water about 1 inch from end of slide.	
	3. Obtain culture (NAS) sample and place on slide.	3a. Culture must be obtained with a flamed, air-cooled needle. NAS then is stored in refrigerator for possible need. 3b. Screw cap tube handled aseptically: * Flamed top of tube * Sterile needle * Cap carefully handled and returned to tube promptly 3c. Only minute amount of culture necessary. Large amounts can cause staining problems. 3d. Place culture from needle into water droplet and mix well while extending the droplet size to about a 1" x 1/2" area.	
	4. Prepare culture for staining procedure.	4a. Allow smear to air-dry completely and then heat fix by passing slide through the gas flame briefly back-and-forth for a heat exposure of about two seconds.	
	5. Stain culture with reagents on the side of the slide <u>with</u> the culture.	5a. Flood the slide with ammonium oxalate-crystal violet dye. 5b. Allow to cover culture area for 1 minute. 5c. Wash slide gently with tap water. 5d. Apply Lugols-iodine solution to culture area. 5e. Allow to cover culture area for 1 minute.	Std. Meth. 14:918-919

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. Third-Day Procedures (Continued)	6. Examine slide microscopically.	<p>5f. Wash slide gently with tap water.</p> <p>5g. Apply acetone-alcohol solution to culture area. Hold slide and allow solution to flow across smear until stain is no longer being removed:</p>  <p>5h. Do not prolong this alcohol contact period (discolorization step) as the results may be erroneous. Some authorities suggest 10-15 seconds maximum.</p> <p>5i. Wash slide gently with tap water.</p> <p>5j. Apply Safranin solution (counterstain) for 15 seconds and then wash gently with tap water.</p> <p>5k. Blot slide gently with bibulous paper using care not to rub culture area during procedure.</p> <p>5l. Identify slide to conform to proper culture being examined. Use of a slide label is convenient (label 312, 1 A as per our example).</p> <p>6a. If desired, slide can be retained for later examination. If the lactose (LLSTB) broth remains negative for the culture (48 + 3 hours), the slide need not be examined as the culture is not a coliform.</p> <p>6b. Become acquainted with microscope from manufacturer's literature or individual acquainted with same.</p>	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D, Third-Day Procedures (Continued)		<p>6c. If examination is desired, place the slide, culture side up, on the microscope stage of a microscope equipped for oil immersion examination.</p> <p>6d. Place a drop of a suitable bacteriological immersion oil on the area to be viewed (culture smear).</p> <p>6e. The proper objective is positioned for oil-immersion (usually labeled oil and having X 97 or X 100 magnification).</p> <div data-bbox="997 690 1665 1049">  <p>OIL IMMERSION OBJECTIVE</p> <p>THE OBJECTIVES SCREW INTO THE TURRET (TURN AND LOCK FOR SELECTION)</p> <p>TYPICAL OIL OBJECTIVE</p> </div>	<p>See V.D.4.6 for microscope nomenclature</p> <p>V.D.4.6.6d (p. 45)</p>

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. Third-Day Procedures (Continued)		<p>6f. Turn ON lighting system. Light will be directed to reflect off the plane side of a mirror through a condenser assembly and up through the stage (mirror assembly may be external or internal)..</p> <p>6g. With the illumination system correctly set up, rack down (or the stage UP on some models) until the oil-immersion lens touches and disperses the oil.</p> <p>6h. Rack down gently with the coarse control (lens and slide will move towards each other) while looking down the microscope (into the eyepiece) until the image begins to come into focus.</p> <p>6i. Obtain final sharp image using the fine-focus control.</p>	
5. Gram Stain Examination and Recording	<p>1. Examine stained preparation for type/types of bacteria.</p> <p>2. Record gram-stain data.</p>	<p>1a. Gram-negative bacteria (typical of coliforms) will be red or pink colorations.</p> <p>1b. Gram-positive bacteria (NOT coliforms) will be blue-to-purple in color.</p> <p>1c. Mixed cultures will show mixtures of the above and will immediately call for the re-isolation of pure culture on another EMB agar plate from the saved nutrient agar slant. Discard the LLSTB tube as it has no interpretative value being a mixed culture. Repeat procedures as before.</p> <p>1d. If too large of a sample was transferred to the slide for staining, some areas of matted, numerous bacterial cells could produce areas where dyes could not either penetrate or be washed away. Recommend another smear to be made.</p> <p>2a. Assume that, for our example, that <u>only</u> gram-negative organisms were observed during microscopic examination (culture 312 1 A).</p>	<p>V.D.4.6.6g (p. 45).</p>

OPERATING PROCEDURES

STEP SEQUENCE

INFORMATION/OPERATING GOALS/SPECIFICATIONS

TRAINING GUIDE NOTES

D. Third-Day Procedures
(Continued)

2b. Enter observation in proper place on data sheet:

Indicates typical culture
for coliforms

Observations

Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB			
	24 hr	48 hr	24 hr	48 hr	EMB	24	48	GS
10	+	-	+	-	TYP	-	-	TYP IA
	-	-	-	-				
	-	+	-	+				
	+	-	-	-				
	-	-						

2c. Other entries could have been MXD (mixed culture)
or G⁺ (gram positive).

2d. In the case of a G⁺ entry, the culture is not a
coliform and a - (negative) for the completed
test:

Negative tube for
completed test

Observations

Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB			
	24 hr	48 hr	24 hr	48 hr	EMB	24	48	GS
10	+	-	+	-	TYP	-	-	G ⁺ IA-
	-	-	-	-				
	-	+	-	+				
	+	-	-	-				
	-	-						

This tube can be discarded
since it has no further
relevance.

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																											
D. Third-Day Procedures (Continued)		<p>2e. In the case of a MXD (mixed culture) entry, the following interpretation can be made for the culture.</p> <ul style="list-style-type: none">* Since it is a mixed culture (gram θ and Gram θ organisms growing together), any results for the LLSTB tube could be in error.* The NAS (in refrigerator) for the culture is also mixed growth.* Reisolation of a pure culture must be made (NAS \rightarrow EMB) for valid results. <div><div>Discard this tube</div><div>Indicates mixed growth</div><table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed 3GLBB</th><th colspan="3">Completed LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th></tr><tr><td rowspan="5">10</td><td>+</td><td>-</td><td>+</td><td>-</td><td>TYP</td><td>MXD</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td></tr><tr><td>-</td><td>+</td><td>-</td><td>+</td><td></td><td></td></tr><tr><td>+</td><td>-</td><td>-</td><td>-</td><td></td><td></td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div>Indicates fresh EMB plate was made from the NAS</div><div>New entries for this culture will be made here as they are observed</div></div>	Amount Sample ml	Preservative LLSTB		Confirmed 3GLBB		Completed LLSTB			24 hr	48 hr	24 hr	48 hr	24 hr	48 hr	10	+	-	+	-	TYP	MXD	-	-	-	-			-	+	-	+			+	-	-	-			-	-	-	-																	
Amount Sample ml	Preservative LLSTB			Confirmed 3GLBB		Completed LLSTB																																																								
	24 hr	48 hr	24 hr	48 hr	24 hr	48 hr																																																								
10	+	-	+	-	TYP	MXD																																																								
	-	-	-	-																																																										
	-	+	-	+																																																										
	+	-	-	-																																																										
	-	-	-	-																																																										

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>D. Third-Day Procedures (Continued)</p> <p>6. Process BGLBB Positive Tube</p>	<p>1. Streak EMB agar plate and incubate.</p>	<p>1a. BGLBB tube will be labeled 312.</p> <p>1b. Method previously described (B. First Day Procedures).</p> <p>1c. Label EMB agar plate.</p> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 10px auto;"> 312 3 </div>	<p>See data Sheet D.3.3.3b & 3c</p>
<p>E. Fourth-Day Procedures</p> <p>1. Equipment Maintenance</p> <p>2. Lab Bench Disinfection</p> <p>3. Data Sheet Recordings</p>	<p>1. Check, record, and adjust incubator.</p> <p>1. Disinfect laboratory bench.</p> <p>1. Locate required data sheet.</p> <p>2. Remove cultures from incubator and assemble with data sheet.</p> <p>3. Read and record LLSTB tube.</p>	<p>1a. Sponge and disinfectant; paper toweling.</p> <p>1a. Sample "312" is our example.</p> <p>2a. 1 EMB plate (24 hours old). 1 LLSTB tube (48 hours old).</p> <p>3a. 48 ± 3 hours incubation Tube labeled / 312 1A</p> <p>3c. Assume, for our example, that the tube is "positive" (contains any amount of gas in inner vial) and its recording will be:</p>	<p>See D.5.2</p>

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES

E. Fourth-Day Procedures
(Continued)

STEP SEQUENCE

INFORMATION/OPERATING GOALS/SPECIFICATIONS

TRAINING
GUIDE NOTES

Positive
LLSTB tube

+ indicates that
coliforms are
positive for
completed test

Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB		
	24 hr	48 hr	24 hr	48 hr	EMB	24	48
						GS	
10	+	-	+	-	TYP	-	+
	-	-	-	-			
	-	+	-	+			
	+	-	-	-			

Interpretation for First Row

Coliforms present since:

Gram negative non-spore forming rods which
fermented lactose have been demonstrated.

4. Inspect and process EMB
agar plate.

4a. Twenty-four hours incubation for plate labeled:

312
3

4b. Assume that the plate shows all colonies which
are Atp (Atypical) and, therefore, two cultures
must be processed:

(Previously
described
in Section
C)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																										
E. Fourth-Day Procedures (Continued)		<p>All colonies atypical</p> <table><thead><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th><th colspan="4">Completed LLSTB</th><th rowspan="2">6S</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>24 hr</th><th>48 hr</th></tr></thead><tbody><tr><td rowspan="4">10</td><td>+</td><td>-</td><td>+</td><td>-</td><td>TYP</td><td>-</td><td>+</td><td>TYP</td><td>1A+</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>-</td><td>+</td><td>-</td><td>+</td><td>ATP</td><td>-</td><td>-</td><td>-</td><td>3</td></tr><tr><td>+</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>3A</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>3B</td></tr></tbody></table> <p>"A" and "B" indicate that 2 colonies have been picked and processed</p>	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB				6S	24 hr	48 hr	24 hr	48 hr	24 hr	24 hr	48 hr	10	+	-	+	-	TYP	-	+	TYP	1A+	-	-	-	-	-	-	-	-	-	-	+	-	+	ATP	-	-	-	3	+	-	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	3A										3B	
Amount Sample ml	Preservative LLSTB			Confirmed BGLBB		Completed LLSTB				6S																																																																			
	24 hr	48 hr	24 hr	48 hr	24 hr	24 hr	48 hr																																																																						
10	+	-	+	-	TYP	-	+	TYP	1A+																																																																				
	-	-	-	-	-	-	-	-	-																																																																				
	-	+	-	+	ATP	-	-	-	3																																																																				
	+	-	-	-	-	-	-	-	-																																																																				
	-	-	-	-	-	-	-	-	3A																																																																				
									3B																																																																				
F. Fifth-Day Procedures 1. Completed Test Procedure Fermentation	1. Complete test procedures.	<p>1a. To save repetitive step procedures, the final recordings are shown below:</p> <p>Note: 2 of 5 positive in confirmed test</p> <p>Note: 1 of 5 positive in completed test</p> <table><thead><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th><th colspan="4">Completed LLSTB</th><th rowspan="2">6S</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>24 hr</th><th>48 hr</th></tr></thead><tbody><tr><td rowspan="4">10</td><td>+</td><td>-</td><td>+</td><td>-</td><td>TYP</td><td>-</td><td>+</td><td>TYP</td><td>1A+</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>-</td><td>+</td><td>-</td><td>+</td><td>ATP</td><td>-</td><td>-</td><td>-</td><td>3</td></tr><tr><td>+</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>3A</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td>3B</td></tr></tbody></table> <p>Both non-coliforms since cultures did not ferment lactose</p> <p>Final recordings here. Note: would have taken 2 more days to complete (6 days)</p>	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB				6S	24 hr	48 hr	24 hr	48 hr	24 hr	24 hr	48 hr	10	+	-	+	-	TYP	-	+	TYP	1A+	-	-	-	-	-	-	-	-	-	-	+	-	+	ATP	-	-	-	3	+	-	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	3A						-	-	-	-	3B	(Procedures as previously described)
Amount Sample ml	Preservative LLSTB			Confirmed BGLBB		Completed LLSTB				6S																																																																			
	24 hr	48 hr	24 hr	48 hr	24 hr	24 hr	48 hr																																																																						
10	+	-	+	-	TYP	-	+	TYP	1A+																																																																				
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WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES						
F. Fifth Day Procedures (Continued)		<p>1b. Had one or both of the cultures checked out as coliforms, the third row would have been + and, therefore, resulted in 2 of 5 tubes positive instead of 1 of 5 in the completed test.</p> <p>1c. Record essential data on data sheet.</p> <div><p>Name/names of Analyst/s</p><p>Analyst: J. Jones, J. Smith, Conf.</p><table><tr><td>Results Reported:</td><td>Confirmed</td><td>Completed</td></tr><tr><td>Total coliform MPN/100 ml</td><td></td><td>1 of 5</td></tr></table><p>Completed test results</p></div>	Results Reported:	Confirmed	Completed	Total coliform MPN/100 ml		1 of 5	
Results Reported:	Confirmed	Completed							
Total coliform MPN/100 ml		1 of 5							
G. Interpretation of Test Results	1. Determine number of positives for the completed test.	<p>1a. Results of confirmed test are not used since further and more conclusive testing has been done.</p> <p>1b. Our example (F.1.1) shows 1 of 5 positive.</p>	II.G.1.1 (p. 44)						

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES														
G. Interpretation of Test Results (Continued)	2. Look up and note the MPN index from the MPN table.	<p>2a. For the given example the location of the index is shown by the arrow.</p> <p>MPN Index for Various Combinations of Positive and Negative Results when Five 10-ml Portions are Used</p> <table><tr><th>No. of Tubes Giving Positive Reactions out of 5 of 10 ml Each</th><th>MPN Index/100 ml</th></tr><tr><td>0</td><td><2.2</td></tr><tr><td>1</td><td>2.2 ←</td></tr><tr><td>2</td><td>5.1</td></tr><tr><td>3</td><td>9.2</td></tr><tr><td>4</td><td>16.</td></tr><tr><td>5</td><td>>16.</td></tr></table>	No. of Tubes Giving Positive Reactions out of 5 of 10 ml Each	MPN Index/100 ml	0	<2.2	1	2.2 ←	2	5.1	3	9.2	4	16.	5	>16.	Std. Meth. 14: 923
No. of Tubes Giving Positive Reactions out of 5 of 10 ml Each	MPN Index/100 ml																
0	<2.2																
1	2.2 ←																
2	5.1																
3	9.2																
4	16.																
5	>16.																
	3. Record the calculated total coliforms per 100 ml on the data sheet.	<p>3a. Value is direct index if, as our example, 10 ml portions were used. If 100 ml portions were used, the number is 1/10 of the index (or .2 instead of 2.2 for our example).</p> <p>3b. Record under Completed Test:</p> <table><tr><td colspan="2"></td><td colspan="2">An</td></tr><tr><td colspan="2">Results Reported:</td><td>Confirmed</td><td>Completed</td></tr><tr><td colspan="2">Total coliform MPN/100 ml</td><td></td><td>1 of 5 2.2</td></tr></table>			An		Results Reported:		Confirmed	Completed	Total coliform MPN/100 ml			1 of 5 2.2			
		An															
Results Reported:		Confirmed	Completed														
Total coliform MPN/100 ml			1 of 5 2.2														
H. Reporting of Results	1. Report results as prescribed under regulatory requirements.																

WATER MONITORING PROCEDURE: Completed Test for the MPN Method for Drinking Water

TRAINING GUIDE

SECTION

TOPIC

I	Introduction
II*	Educational Concepts - Mathematics
III*	Educational Concepts - Science
IV	Educational Concepts - Communications
V*	Field and Laboratory Equipment
VI	Field and Laboratory Reagents
VII*	Field and Laboratory Analysis
VIII	Safety
IX	Records and Reports

Training Guide materials are presented here under the headings marked. These standardized headings are used through this series of procedures.

WATER MONITORING PROCEDURES: Completed Test for the MPN Method for Drinking Water

EDUCATIONAL CONCEPTS - MATHEMATICS

Section II

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
G.1.1	<p>For purely qualitative aspects of testing for indicator organisms, it is convenient to consider the tests applied to one sample portion, inoculated into a tube of culture medium, and the follow-up examinations and tests on results of the original inoculation. Results of testing procedures are definite: <u>positive</u> (presence of the organism - group demonstrated) or <u>negative</u> (presence of the organism - group not demonstrated). The combination of results is used in an application of probability mathematics to secure a single MPN value for the sample. The MPN value for a given sample is obtained through the use of MPN tables. Standard practice in drinking water tests is to plant 5 tubes each containing 10 ml of sample (some organizations utilize 100 ml portions into each of 5 bottles containing increased strength medium).</p>	

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WATER MONITORING PROCEDURES: Completed Test for the MPN Method for Drinking Water

EDUCATIONAL CONCEPTS - SCIENCE

Section III

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
C.4.1b	<p>A colony is defined a discrete growth occurring at least 0.5 cm (approximately .2 inch) from any other growths. Such growths represent a large number of developmental successions from an original viable cell and therefore can be considered a "pure" culture. All organisms from pure cultures will exhibit the same characteristics when subjected to standard bacteriological testing.</p>	
D.4	<p>A gram staining procedure, in general, separates bacteria into two categories, gram positive (blue coloration) or gram negative (red coloration). Its usefulness to the coliform testing procedure is due to the fact that part of the coliform definition indicates that "gram negative, non-spore forming rods" are necessary, and, in addition, no gram positive organism must be present since some of these organisms can act synergistically (in conjunction with other non-coliforms) to produce a false positive result (gas production in lactose) which neither could manage independently.</p> <p>It is desirable to use known pure cultures of both a gram positive (staphylococcus, bacillus, etc.) and a gram negative (proteus, enterobacter, etc.) as controls for the staining procedure.</p>	

WATER MONITORING PROCEDURES: Completed Test for the MPN Method for Drinking Water

FIELD AND LABORATORY EQUIPMENT	Section V	
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.1	Incubator must be of sufficient size for daily work load without causing crowding of tubes to be incubated. Considerations for choice of incubator type must relate to reliability of operation and not to cost or attractiveness of equipment.	
A.1.1	<p>Incubator should be kept out of drafts or direct sunlight in order to prevent temperature inside the incubator from changing outside the temperature range specified ($35^{\circ} \pm 0.5^{\circ}\text{C}$).</p> <p>Power supply should be selected so that there will not be too many pieces of equipment on the same circuit. Otherwise, circuits will be blown repeatedly.</p>	<p>Standard Methods for the Examination of Water and Wastewater, 14th ed. (1975 APHA, WPCF, AWWA, p. 880 (Hereafter referred to as: Std. Meth, 14: (page no.)).</p>
A.1.2	Mercury bulb thermometer usually used in most incubators. Recording thermometer is acceptable, but, it should be calibrated against a mercury bulb thermometer which has been certified by National Bureau of Standards. The NBS certified thermometer always should be used with its certificate and correction chart.	
A.1.3	Saturated relative humidity is required in order to make the incubation more efficient (heat is transferred to cultures faster than in a dry incubator). Furthermore, culture medium may evaporate too fast in a dry incubator.	
A.1.5	Allow enough time after each readjustment to permit the incubator to stabilize before making a new adjustment. At least one hour is suggested.	
A.1.6	Incubator temperature can be held to much closer adjustment if operated continuously. Temperature records should be kept in some form of permanent record. A temperature record book is suggested with daily recording of values. If a recording thermometer is used, the charts may be kept as permanent record; if so, be sure that the charts are properly labeled to identify the incubator and the period covered.	
	Uniform temperature ($35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$) is to be maintained on shelves in use.	

WATER MONITORING PROCEDURES: Completed Test for the MPN Method for Drinking Water

FIELD AND LABORATORY EQUIPMENT

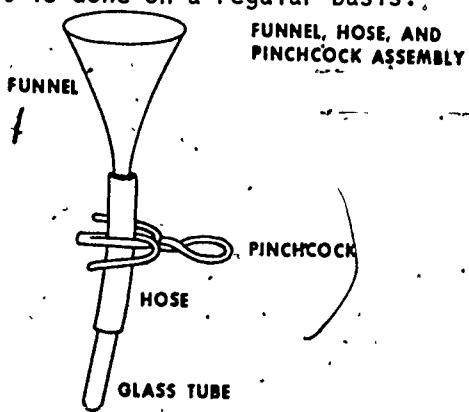
Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.2.1-5	<p>Since electric sterilizer will be operated intermittently, care should be taken that it is on a circuit which will not be overloaded when it is turned on.</p> <p>A time and temperature record is maintained for each sterilization cycle. Temperature recordings can be retained for records.</p>	Std. Meth. 14:881
A.3.1	<p>Autoclaves differ greatly in design and in method of operation. Some are almost like home-style pressure cookers; others are almost fully automatic. This is a subject which requires separate instruction; and should be related to the exact make and model of equipment you will use in your own laboratory.</p> <p>Vertical autoclaves and household pressure cookers may be used in emergency service if equipped with pressure gages and thermometers with bulbs positioned 1 inch above the water level. However, they are not to be considered the equivalent of the general purpose steam sterilizer recommended for permanent laboratory facilities. Their small size is inadequate for large-volume work loads, and they can be difficult to regulate.</p> <p>The following requirements must be met regarding autoclaves or sterilizing units:</p> <ol style="list-style-type: none"> Reaches sterilization temperature (121°C), maintains 121°C during sterilization cycle, and requires no more than 45 minutes for a complete cycle. Pressure and temperature gages on exhaust side and an operating safety valve. No air bubbles produced in fermentation vials during depressurization. Record maintained on time and temperature for each sterilization cycle. 	Std. Meth. 14:881
A.4.1-2	<p>Distilled water in a bacteriological laboratory must not contain substances which will prevent any bacteria from growing in culture medium in which the distilled water is used or will be highly nutritive. There are procedures for testing quality of distilled water; but these should be undertaken only by professional bacteriologists or in laboratories where this is done regularly. Use only glass stills or block tin lined stills.</p>	Std. Meth. 14:645-649 14:888-891

WATER MONITORING PROCEDURES: Completed Test for the MPN Method for Drinking Water

FIELD AND LABORATORY EQUIPMENT

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.5.1	pH Meter: See cited reference.	Std. Meth. 14:882
A.6.1-4a	Glassware: See cited reference on pipets and graduated cylinders, media utensils, bottles.	Std. Meth. 14:882-885
A.6.1-4b	Glassware can be checked for bacteriostatic or inhibitory residues by a bacteriological test procedure which, like the distilled water suitability test, should be undertaken only by professional bacteriologists or in laboratories where this test is done on a regular basis.	
A.7.3	 <p>FUNNEL, HOSE, AND PINCHCOCK ASSEMBLY</p> <p>NOTE: UNIT NEED NOT BE STERILE FOR MEDIUM DELIVERY ONLY.</p>	
A.8.2c	Some workers prefer to utilize a magnetic whirl bar and hot plate arrangement. This is acceptable and will require no agitation until the medium is <u>NEAR BOILING</u> at which time the whirling action should be terminated and the medium gently swirled by hand and the flask monitored for boiling.	
B.6.5	<p>Alternately, it is authorized to use an "inoculation stick" for transfers and plate streaking. A precisely sized and sterilized stick is intended for a one-time use and, if used, eliminates the need for a burner during the transfer procedure. Of course, several will have to be used during the streaking process since a "sterile" one is required during the streaking carryover to sterile surfaces.</p> <p>Also available are resterilized loops used once, resterilized, and available for future transfers.</p>	<p>Std. Meth. 14:917</p> <p>Std. Meth. 14:883-884</p>

WATER MONITORING PROCEDURES: Completed Test for the MPN Method for Drinking Water

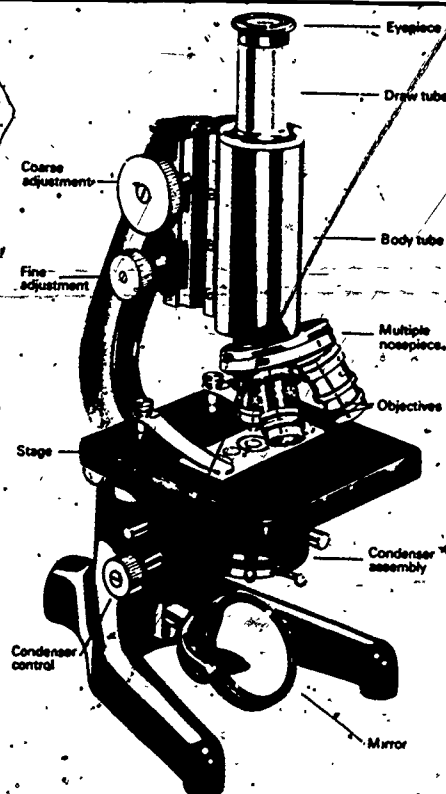
FIELD AND LABORATORY EQUIPMENT

Section V

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

D.4.6



D.4.6.6d

Some manufacturers specify that the upper most lens of the condenser assembly also be coated with a drop of oil prior to placing the slide on the stage. In effect, this would be "sandwiching" the slide between two oil interfaces through which the light must pass.

D.4.6.6g

It is extremely important to properly set up the illumination system for proper results.

Procedures vary according to the type of illumination provided, the type of diaphragm used, and the controls provided by the particular microscope. Final results would give, if accomplished correctly: correct lighting from the light source; centrally placed optimal lighting; and a sharply focussed image.

WATER MONITORING PROCEDURES: Completed Test for the MPN Method for Drinking Water

FIELD AND LABORATORY EQUIPMENT

Section VII

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

B.2

There is no such thing as a "standard" data sheet for bacteriological tests. A simplified sheet is shown below:

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Note: This data sheet could be used only to test to the confirmed stage and not proceed to the completed stage so that it can serve for a dual purpose.

B.6.6

There is no standardized way to accomplish a streak plate in order to isolate pure cultures. Some workers prefer to carry the streaks around the plate several more times with its attendant loop sterilizing sequencing between each of the streakings. Others prefer to use a specially made petri dish which features a center partition which "halves" the dish allowing two separate cultures to be cultivated. These modifications, and others, are not deviations since the only consideration which matters is that a pure culture is available for further testing.

WATER MONITORING PROCEDURES: Completed Test for the MPN Method for Drinking Water

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A PROTOTYPE FOR DEVELOPMENT OF
ROUTINE OPERATIONAL PROCEDURES

for the

TOTAL COLIFORM TEST FOR DRINKING WATER BY THE MEMBRANE FILTER METHOD

as applied in

DRINKING WATER TREATMENT FACILITIES

and in the

DISTRIBUTION SYSTEMS OF DRINKING WATER TREATMENT FACILITIES

National Training and Operational Technology Center
Municipal Operations and Training Division
Office of Water Program Operations
U. S. Environmental Protection Agency

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Total Coliform Test for Drinking Water by the Membrane Filter Method¹

The required procedures, which are mandatory, are described in the 13th Edition of "Standard Methods": single step or enrichment standard total coliform membrane filter procedure (p. 679-683). Tentative methods are not acceptable. All other procedures are considered alternative analytical techniques as described in section 141.27 of the National Interim Primary Drinking Water Regulations. Application for the use of alternative methods may require acceptable comparability data.

Membrane Filtration Equipment

Units must be made of stainless steel, glass, or autoclavable plastic. Equipment must not leak and must be uncorroded.

Field equipment is acceptable for coliform detection only when standard laboratory MF procedures are followed.

Membrane filter assemblies (wrapped) and sterilized at 121°C/30 minutes.

Membrane Filters and Pads

Membrane filters must be manufactured from cellulose ester materials; white, grid-marked, 47-mm diameter, 0.45 µm pore size. Another pore size may be used if the manufacturer gives performance data equal to or better than the 0.45 µm membrane filter. Membranes and pads must be autoclavable or presterilized (autoclaved at 121°C for 10 minutes with fast exhaust). Membrane filters used must be those recommended by the manufacturer for water analysis. The recommendation must be based on data relating to ink toxicity, recovery, retention, and absence of growth-promoting substances.

Total Coliform Media

M-Endo broth, M-Endo agar, or Les Endo agar used in a single step procedure; final pH 7.2 ± 0.2 ; total incubation time 22 to 24 hours at $35^\circ \pm 0.5^\circ\text{C}$.

In two-step Les M-Endo procedure, MF incubated on lauryl-tryptose broth-saturated absorbent pad for 1.5 to 2 hours at $35^\circ \pm 0.5^\circ\text{C}$; then on M-Endo broth or Les Endo agar for 20 to 22 hours at $35^\circ \pm 0.5^\circ\text{C}$.

Reconstituted in laboratory pure water containing 2 percent ethanol (not denatured).

The membrane filter broth and agar media must be heated in a boiling water bath until completely dissolved.

Membrane filter (MF) broths must be stored and refrigerated no longer than 96 hours. MF agar media must be stored, refrigerated and used within 2 weeks if prepared in tight-fitting dishes.

Ampouled media must be stored at 1° to 4.4°C (34° to 40°F); time must be limited to manufacturer's expiration date.

MF Culture Dishes

Sterile tight or loose-lid plastic culture dishes or loose-lid glass culture dishes must be used. For loose-lid culture dishes, relative humidity in the incubator must be at least 90 percent.

Culture dish containers, if used, must be aluminum or stainless steel; or dishes may be wrapped in heavy aluminum foil or char-resistant paper.

Open packs of disposable sterile culture dishes must be resealed between uses.

Stock buffer solution must be prepared according to "Standard Methods" using laboratory pure water adjusted to pH 7.2. Stock buffer must be autoclaved or filter-sterilized, labeled, dated, and stored at 1° to 4.4°C. The stored buffer solution must be free of turbidity.

Rinse and dilution water must be prepared by adding 1.25 ml of stock buffer solution per liter of laboratory pure water. Final pH must be 7.2 ± 0.1 .

Rinse water volumes of 500 ml to 1,000 ml sterilized at 121°C/45 minutes.

Rinse water in excess of 1,000 ml sterilized at 121°C/time adjusted for volume; check for sterility.

Filtration assembly sterile at start of each series and must be sterilized between sample filtration series. A filtration series ends when 30 minutes or longer elapse between sample filtrations.

At least 2 minutes of UV light or boiling water may be used on membrane filter assembly to prevent bacterial carry-over between filtrations (optional).

Absorbent pads saturated with medium, excess discarded; or 4.0 ml of agar medium can be used per culture dish instead of a pad.

Sample shaken vigorously immediately before test.

Test sample portions measured and not less than 100 ml.

Funnel rinsed at least twice with 20- to 30-ml portions of sterile buffered water.

MF removed with sterile forceps grasping area outside effective filtering area.

MF rolled onto medium pad or agar so air bubbles are not trapped.

Low power magnification device with fluorescent light positioned for maximum sheen visibility.

Total coliform count calculated in density per 100 ml.

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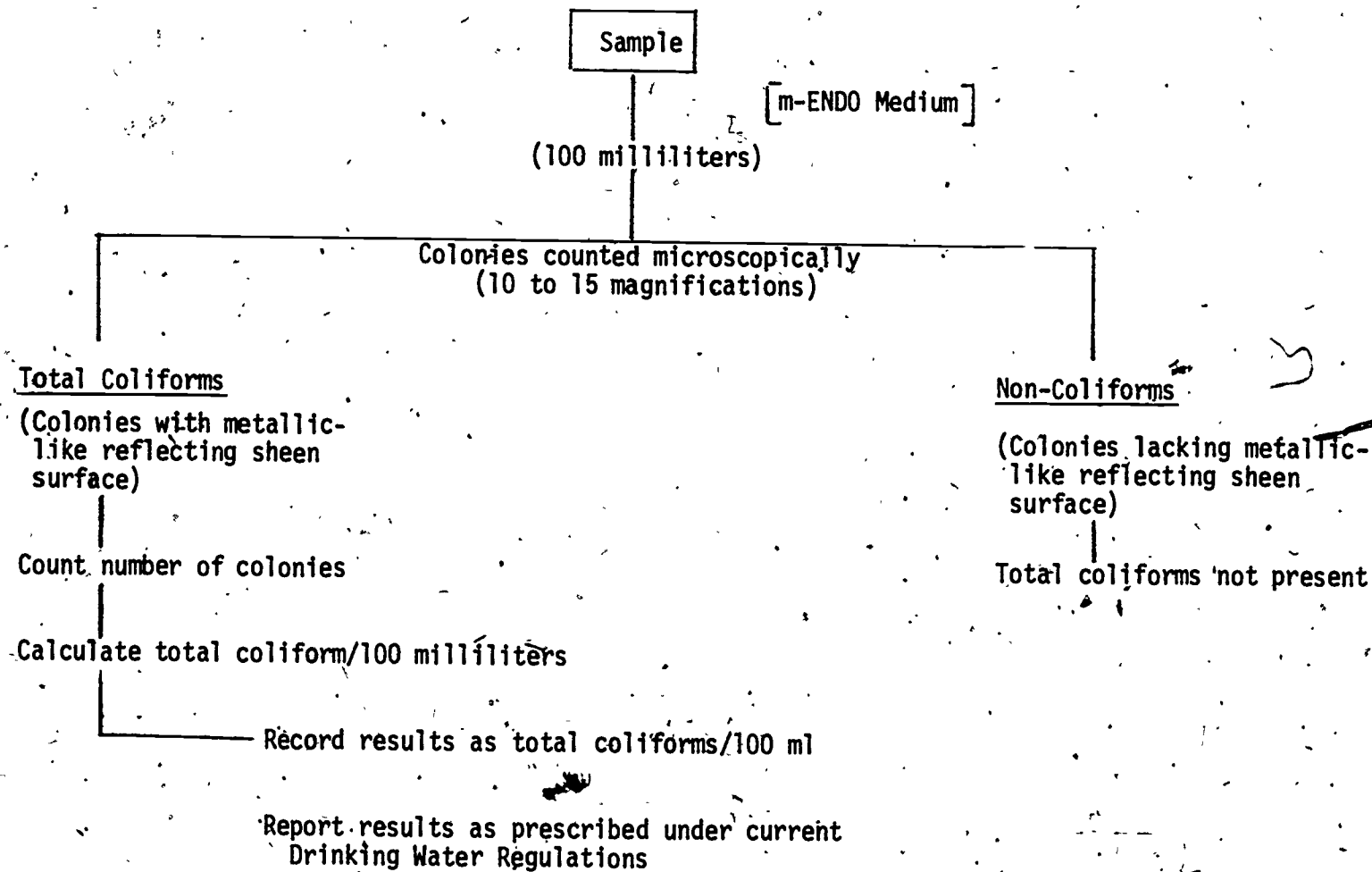
A start and finish MF control test (rinse water, medium, and supplies) must be conducted for each filtration series. If sterile controls indicate contamination, all data on samples affected must be rejected and a request made for immediate resampling of those waters involved in the laboratory error.

The following rules for reporting any problem with MF results must be observed:

- Confluent growth: Growth (with or without discrete sheen colonies) covering the entire filtration area of the membrane. Results are reported as "confluent growth per 100 ml, with (or without) coliforms," and a new sample requested.
- TNTC (Too numerous to count): The total number of bacterial colonies on the membrane is too numerous (usually greater than 200 total colonies), not sufficiently distinct, or both. An accurate count cannot be made. Results are reported as "TNTC per 100 ml, with (or without) coliforms," and a new sample requested.
- Confluent growth and TNTC: A new sample must be requested, and the sample volumes filtered must be adjusted to apply the MF procedure; otherwise the MPN procedure must be used.

MINIMUM REQUIREMENTS except where indicated as OPTIONAL.

TOTAL COLIFORM TEST
Membrane Filter Method
Flow Sheet



(IMPORTANT: A total of 200 or more colonies of any type
invalidates the sample for counting purposes).

WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by the Membrane Filter Method

1. Analysis Objectives:

In drinking water monitoring, the application of this methodology can be for any of the following:

- a. Test parameter for the conduction of a sanitary survey during an on-site review of the water source.
- b. Special purpose testing such as those taken to determine whether disinfection practices following pipe placement, replacement, or repair have been sufficient.
- c. Check tests following unsatisfactory coliform results, and,
- d. Monitoring potable water supplies.

2. Brief description of analysis:

A standard portion* of 100 milliliters is filtered through a membrane filter contained within a filtering apparatus. Bacteria in the sample portion are held on the upper surface of the membrane, while the water passes through and is discarded.

After several rinses of the funnel of the filtering apparatus with sterile buffered distilled water, the membrane filter is placed on a paper pad saturated with a medium called m-ENDO Broth within a petri dish. The closed and inverted petri dish is now incubated within a high humidity incubator set at $35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$ for an incubation period of 22-24 hours. On this medium, coliform bacteria will grow and develop a golden metallic sheen-like surface on the colonies. Colonies lacking this characteristic reflective surface are not considered as coliforms. This distinctive surface sheen may appear at the center, edges, or all-over the colony. At times it can form as flecks or particles of sheen throughout or partially covering the colony.

The membrane is inspected with the aid of a microscope or lens having a magnification of 10X or 15X under reflective lighting from a fluorescent source. Coliform colonies, if any, are counted and a calculation made in order to report total coliforms per 100 milliliters.

Analytical Method: Standard Methods for the Examination of Water and Wastewater, 14th Edition, 1975, Pg. 928 ff.

*Procedures will be hereafter described for monitoring a drinking water sample and not concerned with other types of samples which require similar but differing instructions (i.e., more sample portions, more petri dishes, discrimination of which plates to count, etc.).

WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by
the Membrane Filter Method

Equipment and Supply Requirements

A. Capital Equipment:

1. Autoclave, steam, providing uniform temperatures up to and including 121° C and equipped with an accurate thermometer, pressure gauges, saturated steam power lines and capable of reaching required temperatures within 30 minutes. (Alternately, a suitable pressure cooker is acceptable—see Standard Methods for particulars.)
2. Incubator, air, providing uniform and constant temperature of 35° C $\pm 0.5^\circ\text{C}$ and having an atmosphere of at least 90% relative humidity.
3. Oven, hot-air, providing uniform temperatures within the range of 160 - 180° C.
4. Apparatus, water distillation, distilled water product suitable for bacteriological operations. (Alternately, a suitable source is permissible.)
5. Microscope, stereoscopic, 10X to 15X magnification with fluorescent lighting mandatory. (Alternately, a suitable magnifying lens with fluorescent lamp is acceptable.)
6. Refrigerator, set for less than 10° C but above the freezing temperature.
7. Vacuum Source, preferably a pump assembly with suitable hoses and shut-off valve provided. (Alternately, an aspirator or hand pump with the same provisions are acceptable.)
8. Balance, analytical, sensitivity of 1 mg.
9. Gas Source, suitable for burner. (Alternately, an alcohol lamp can be used.)

B. Reusable Supplies:

1. Apron, suitable for laboratory operations.
2. Bottle, sample, of sufficient size for standard sample, preferably of 250 ml, wide-mouth, glass stopper, with tag. (Alternately, 120 ml size.)
3. Bottle, squeeze type, containing disinfecting solution.
4. Burner, gas, suitable for laboratory operations with connecting hose.
5. Thermometer, NBS (or NBS calibrated), functions within 20° - 60° C range with individual markings of 0.2° C or less.
6. Thermometer, NBS (or NBS calibrated), functions within 150° - 190° C range with individual markings of 1° C.
7. Filtration Unit, MF, a seamless funnel attached to a receptacle bearing a porous plate (screen, porous disc, etc.) and constructed from stainless steel, glass, porcelain, plastic, or other suitable material.
8. Hot Plate, controllable heat range up to the 100° C range.
9. Balance, trip, sensitivity of 0.1 gram at a load of 150 grams, with appropriate weights.
10. Meter, pH, accurate to within 0.1 pH unit, with suitable standard pH reference solution(s).
11. Can, pipet, non-toxic and sterilizable material (if pre-sterilized disposable type pipets are used, this item is unnecessary).
12. Pan, discard, receives contaminated material and pipets and contains disinfectant, of sufficient length to receive pipets placed horizontally.
13. Cylinder, graduated, 500 ml, 100 ml and 25 ml size.

14. Blank, dilution water, 99 ml.
15. Pipets, microbiological, 5.0 ml, with 0.1 ml graduations; sterile cotton plugged, glass or disposable types (the disposable types are for one time use and may be glass or plastic).
16. Pipets, microbiological, 1.0 ml, with 0.1 graduations, sterile cotton plugged, glass or disposable types (the disposable types are for one time use and may be glass or plastic).
17. Pipets, microbiological, 10 ml, with 1 ml graduations, sterile, cotton plugged, glass or disposable types (the disposable types are for one time use and may be glass or plastic).
18. Beaker, 50 ml (for measuring pH).
19. Flask, volumetric, 1 liter capacity (for stock solution of phosphate buffer).
20. Flask, Erlenmeyer, 500 ml capacity (for holding buffered distilled rinse water).
21. Flask, sidearm, 1 liter size for reservoir of MF apparatus; proper size bored, rubber stopper is needed to connect MF filtration flask to flask and hose required to vacuum source (must be rigid enough to avoid collapse under vacuum and flexible enough to be controlled by pinch clamp) pinch clamp - vacuum control.
22. Flask, Erlenmeyer, 50 ml (for preparing m-ENDO medium).
23. Forceps, curved end, round tip.
24. Bottle, small, Methanol or Ethanol volume to cover ends of forceps.
25. Sponge, small, to spread and wipe germicide.
26. Desiccator, media storage, ideally opaque or darkened and containing desiccating agent to remove moisture.

C. Consumable Supplies:

1. Dish, petri, disposable, tight fitting plastic, 50 x 12 mm, sterile.
2. m-ENDO Broth, medium, dehydrated, total coliform. Distributors, Difco, BBL, or other equivalent preparation.
3. Pencil, wax, recommended of soft wax equivalent to Blaisdell 169T.
4. Tags, bottle marking.
5. Glass Wool.
6. Cotton, non-absorbent.
7. Paper, Kraft wrapping.
8. Foil, aluminum, heavy duty.
9. Matches or striker.
10. Towels, paper.
11. Detergent, non-toxic, laboratory cleaning.
12. Data Sheet, as required by analyst's agency.
13. Filter, membrane, 47mm, 0.45 μ m pore size, white, grid marked, sterile.
14. Pad, absorbent, 48 mm, sterile (usually included with membrane packet).
15. Potassium Dihydrogen Phosphate (KH_2PO_4), recommended 1/4 lb.
16. Sodium Thiosulphate ($\text{Na}_2\text{S}_2\text{O}_3 \cdot 5\text{H}_2\text{O}$).
17. Disinfectant, for bench tops and decontaminating purposes, bleach of household strength and prepared according to label directions.
18. Sodium Hydroxide (NaOH), 1N.
19. Distilled Water, suitable for bacteriological operations. Obtainable from distillation apparatus (see Capital Equipment) or suitable source of supply.

20. Magnesium Sulfate ($\text{MgSO}_4 \cdot 7\text{H}_2\text{O}$).
21. Ethanol, 95%.

Item needs in quantities or required size or space allowances cannot be specified, as they vary according to the daily analysis schedule. As a rule-of-thumb, space/size or quantity requirements should be at least 3 times the normal daily requirements. For further information on specifications for equipment and supplies, see the Microbiology Section of the current edition of Standard Methods for the Examination of Water and Wastewater.

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures		Aa. All pretest procedures completed before starting other first-day procedures.	
1. Incubator Setup, Adjustment (35° C ± 0.5° C)	1. Place incubator in permanent location.	1a. Floor location for large unit or table or bench for smaller units. 1b. Out of drafts or place in which it will be in direct sunlight part of day. 1c. Location convenient to laboratory operations. 1d. Convenient source of electric power with a separate circuit, if possible.	V.A.1.1 (p. 5-32)
	2. Provide a saturated humidity within incubator.	2a. Check manufacturer's handbook for maintenance of humidification system, if installed. 2b. If humidifier system not installed within incubator, place beakers or trays containing distilled water on shelves to provide relative humidity of at least 90 percent during operating temperatures.	III.A.1.2b. (p. 5-31)
	3. Install thermometer.	3a. Functions at least in 30° - 40° C range. Meets NBS standards. Have 0.2° C increment markings or less. 3b. Usually a corner location to prevent breakage and tip immersed in a bottle containing water, glycerin, etc. for a more stable reading. 3c. If thermometer assembly has been installed by manufacturer, check for above requirements and calibrate with NBS thermometer. Calibration may be possible by removal and testing of installed unit or by comparison during incubator operation.	V.A.1.3 (p. 5-32)
	4. Connect incubator to electric power source and turn ON.	4a. Pilot light should come on.	

WATER MONITORING PROCEDURE:

Total Coliform Test for Drinking Water by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	5. Adjust temperature until stabilized at required temperature.	5a. Manufacturer's instructions for location and method of temperature adjustment. 5b. Allow about 1 hour between fine adjustment (less than 2 degrees) and immediate adjustments can be made when the calibration is greater than this amount. Temperature achievement by the setting knob will be usually indicated by either a light indication or by an alternate lighting of a "heat-ON" - "refrigerant-ON" or other arrangement depending upon the incubator type/model.	
	6. Operate incubator continuously.	6a. Operate incubator continuously unless it will be unused for a relatively long period. (2 weeks or more). 6b. Daily check of temperature required, preferably an early morning and late afternoon with a written record maintained. Adjust temperature if necessary. 6c. Check at least biweekly the humidity level of interior of incubator. Add water to humidifier unit, if applicable, or to trays placed on the shelves providing humidification by convection.	
2. Oven Sterilizer-Drier Setup, Adjustment (170° ± 1.0C)	1. Place oven sterilizer-drier in permanent location. 2. Connect oven/drier to power source and turn ON. 3. Install thermometer.	1a. Convenient source of electric power. 2a. Usually an indication is given that power is applied- such as an indicator light. 3a. Thermometer should read within 160-180° C range, be accurate within this interval, and be marked in 1.0° C intervals. 3b. If installed by manufacturer, ascertain if installation meets the above requirements.	V.A.2 (p. 5-32)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	4. Adjust oven temperature to stabilize at required sterilizing temperature.	4a. 170° C is the required temperature. Arbitrarily, for this publication, a 1 degree leeway is stipulated. 4b. Manufacturer's instruction for location and method of temperature adjustment. 4c. Allow about 1 hour between fine adjustments (less than 2 degrees of desired temperature) and immediate adjustments can be made when the calibration is greater than this amount.	
3. Autoclave Setup	1. Install and operate autoclave according to manufacturer's instructions.	1a. Variable in design and operation, and unless properly operated can be dangerous. 1b. Used to sterilize objects made of or including liquids, rubber, and some plastics; and, for glassware, if desired. 1c. Operated for general sterilization at 121° C. (250° F) for a period of 15 minutes after this temperature has been attained. 1d. Sterilized media and liquids must be removed as soon as possible upon completion of sterilization from the chamber of the autoclave.	
4. Water Distillation Equipment Setup	1. Install and operate in accordance with manufacturer's instructions. 2. Operate as required to maintain adequate supplies of suitable distilled water.	1a. Must produce water meeting quality requirements for bacteriological tests.	V.A.4 (p. 5-33)
5. pH Meter Setup	1. Setup and operate in accordance with manufacturer's instructions.	1a. Meter must be accurate to at least 0.1 pH unit.	

WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued) 6. Glassware Preparation	1. Clean and rinse using a suitable detergent and hot water.	1a. Nontoxic detergent must be completely removed from glassware.	
	2. Use final rinsing of deionized or distilled water.	2a. 6 to 12 successive rinsings may be required. 2b. Must produce a clean dry glassware which meets bacteriological requirements for suitability.	
7. Sample Bottle Preparation	1. Deliver 0.1 ml or 0.2 ml of 10% sodium thiosulfate solution to each sample bottle (0.1 ml to 4 oz. or 120 ml size and 0.2 ml to 6-8 oz. or 250 ml size).	1a. Bottle meets glassware requirements. 1b. Use 1-ml pipet. 1c. Provides adequate sodium thiosulfate for neutralizing chlorine in sample.	
	<p>Sodium thiosulfate is prepared as follows:</p> <ul style="list-style-type: none"> * Weigh 10.0 grams of sodium thiosulfate. * Dissolve in 50-60 ml of distilled water. * Add distilled water to bring final volume to 100 ml. * Transfer to labeled bottle. 	<p><u>Sodium Thiosulfate Preparation</u></p> <p>1d. Use of trip balance for weighing acceptable. 1e. 100 ml graduated cylinder, satisfactory for volume measurements. 1f. Final preparation should be labeled as <u>10% Sodium Thiosulfate</u> and stored in refrigerator.</p>	
	2. Place cover on sample bottle.		
	3. Place paper or metal foil cover over bottle cap or stopper.	3a. Protects opening of sample bottle from accidental or natural contamination.	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pretest Procedures (Continued)</p> <p>8. Pipet Preparation</p>	<p>4. Sterilize sample bottle in autoclave or oven.</p> <p>5. Store sample bottle in clean dry place until used.</p>	<p>4a. In oven at 170° C for 1 hour. In autoclave at 15 pounds for 15 minutes.</p>	
	<p>1. Insert a plug of non-absorbent cotton into mouthpiece of clean, dry pipet.</p> <p>2. Pass plugged end of pipet quickly through burner.</p> <p>3. Insert a layer of glass wool or multi-layer of paper padding in bottom of pipet can.</p> <p>4. Place pipet in pipet can with delivery tip downward and contacting glass wool or paper. Close can when full or desirable to complete preparation.</p>	<p>1a. Pipets which have chipped or broken tips or tops should be discarded.</p> <p>1b. Cleanliness and suitability of pipets equivalent to bacteriological suitability of glassware.</p> <p>1c. Cotton plug must be tight enough to prevent easy removal, either by pipeting action or by handling, and yet be loose enough to permit easy air movement through the plug.</p> <p>1d. Plug protects user from ingesting sample into his mouth.</p> <p>2a. Removes wisps of cotton which interferes with fingertip control of pipeting action.</p> <p>3a. Protects tips from damage.</p> <p>3b. Pipets can be sterilized individually, if desired, by wrapping in Kraft paper, then oven sterilizing. This technique would make the use of pipet cans unnecessary.</p> <p>4a. Cotton-plugged mouthpiece in pipeting, is finger control end with the delivery tip on the opposite end.</p> <p>4b. Approximately twenty (20) 1 ml pipets or twelve (12) 10 ml pipets will normally be accommodated in these cans.</p> <p>4c. Can must be able to withstand sterilizing conditions. Toxic materials, such as copper, must not be used. Aluminum is acceptable.</p>	

WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	5. Sterilize pipets.	5a. At least 1 hour in oven at 170° C, or 5b. In autoclave at 15 pounds steam pressure for 15 minutes. Cans removed quickly from autoclave after sterilizing with aid of asbestos gloves and opened quickly and slightly to allow residual steam to escape for a few seconds.	
9. Blanks, Dilution Water	6. Store cans in a clean dry place until needed.		
	1. Prepare stock solution of potassium dihydrogen phosphate (KH_2PO_4) by dissolving 34.0 grams of this chemical in 500 ml of distilled water and adjusting its pH to 7.2 with 1N NaOH. Dilute to 1 liter in volumetric flask.	1a. Distilled water may be measured in 500 ml graduated cylinder. 1b. Label to show contents, identity of preparer, and date of preparation. 1c. Stored in refrigerator. 1d. Discarded if mold or turbidity appear.	
	2. Prepare stock solution of magnesium sulfate ($\text{MgSO}_4 \cdot 7\text{H}_2\text{O}$) by dissolving 50 grams of this chemical in 500-600 mls of distilled water and, after complete dissolving, bring the final volume to 1 liter in a volumetric flask.		

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	3. Prepare working solution of dilution water by adding 1.25 ml of the potassium dihydrogen phosphate stock solution and 5 ml of the magnesium sulfate stock solution to each liter of distilled water to be used in the preparation of dilution water.	3a. A 10 ml or 5 ml pipet is satisfactory for delivery of both of these stock solutions provided that it has graduation marks to deliver the proper amount. Use separate pipets for each solution to prevent contamination.	
	4. Deliver enough working solution to each dilution water bottle so that after sterilization the bottle will contain 99 ± 2 ml of dilution water.	4a. Recommended that dilution water bottles have a marking at the desired 99 ml quantity. Amount to be delivered to bottle before sterilization cannot be stated exactly as evaporation is different with differing conditions and autoclaves. Ordinarily about 102 ml will be required.	
	5. Place caps on bottles loosely.		
	6. Sterilize in autoclave.	6a. 15 minutes at 121° C.	
	7. Remove from autoclave, tighten bottle caps; cool to room temperature.		
	8. Store in cool place.	8a. Dilution bottles ready for use. May be stored indefinitely. 8b. Some evaporation loss may occur in time and in these cases, sterile similarly prepared water may be added. This is why a calibrated marked bottle is desirable.	

WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pretest Procedures (Continued) 10. Preparation of Total Coliform Medium,</p>	1. Retrieve and inspect dehydrated m-ENDO broth medium.	1a. Best stored in desiccator which prevents moisture from damaging medium. 1b. Powder must be light pink without signs of hardening or color change to blood red hue.	VI.A.10.1 (p. 5-35)
	2. Weigh 1 gram of dehydrated m-ENDO broth.	2a. Sufficient for 20 ml of medium which prepares 10 petri dishes. 2b. Analytical balance having a sensitivity of 1 mg will be required. 2c. More than 2 grams being weighed can be done on less sensitive balance. This would provide more plates, but, of course, some medium can be discarded.	II.A.10.2 (p. 5-30)
	3. Place powder in a clean, dry 50 ml Erlenmeyer flask.		
	4. Prepare an alcohol-water solution as follows: a. Place 0.4 ml of ethanol in a clean, dry 25 ml graduate. b. Add distilled water to the graduate to the 20 ml mark.	4a. Graduate need not be sterile. No acceptable substitutes for ethanol. Use 1 ml pipet graduated in 0.1 ml increments. 4b. A squeeze bottle addition to the graduate makes control of the distilled water addition easier.	VI.A.10.4 (p. 5-35)
	5. Add a small amount of the ethanol-water solution to the powder in the flask (about 5 ml). Swirl flask to mix powder and then add the remainder of the water.	5a. Small addition of water makes it easier to remove powder from walls of flask.	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	6. Cover top of flask with aluminum foil.	6a. Some laboratories use a cap to cover a screw-cap flask. If this is to be practiced, make sure that the cap is <u>LOOSE</u> when heating to relieve pressure built up during heating.	
	7. Heat flask on a hot plate set to HIGH heat range.	7a. Constant stirring is necessary to prevent charring or burning of medium.	
	8. Remove at first sign of boiling.	8a. Prolonged heating reduces selectivity of medium. 8b. Do not autoclave this medium. 8c. Medium ready for use. Can be stored in refrigerator for up to 96 hours before discarding.	
11. Preparation of m-ENDO Plate	1. Remove a sterile petri dish from its container. Loosen its cap without removal.	1a. Usually in a sleeve of pre-sterilized plastic one-time-use dishes. 1b. Laboratory reusable sterilized glass dishes can alternately be used.	
	2. Remove a sterile absorption pad from its container and place in dish. Replace cap which is still loosely fitting.	2a. Usually packaged with membrane filters, or, alternately, can be separately laboratory sterilized. 3b. Use a forceps which has been standing in a flask of alcohol and then passed quickly through a flame to remove residual alcohol.	
	3. Transfer approximately 2 ml of the m-ENDO broth to the absorption pad within the dish.	3a. Plate can be stored in refrigerator for up to 96 hours before discarding, or used immediately.	
	4. Gently tip the opened petri dish until a droplet of medium forms on the inner lower edge.	4a. A 2 ml broth addition is usually an excessive amount. 4b. Hold petri dish cover in other hand. Do not allow it to become contaminated.	

WATER MONITORING PROCEDURE:**Total Coliform Test for Drinking Water by the Membrane Filter Method**

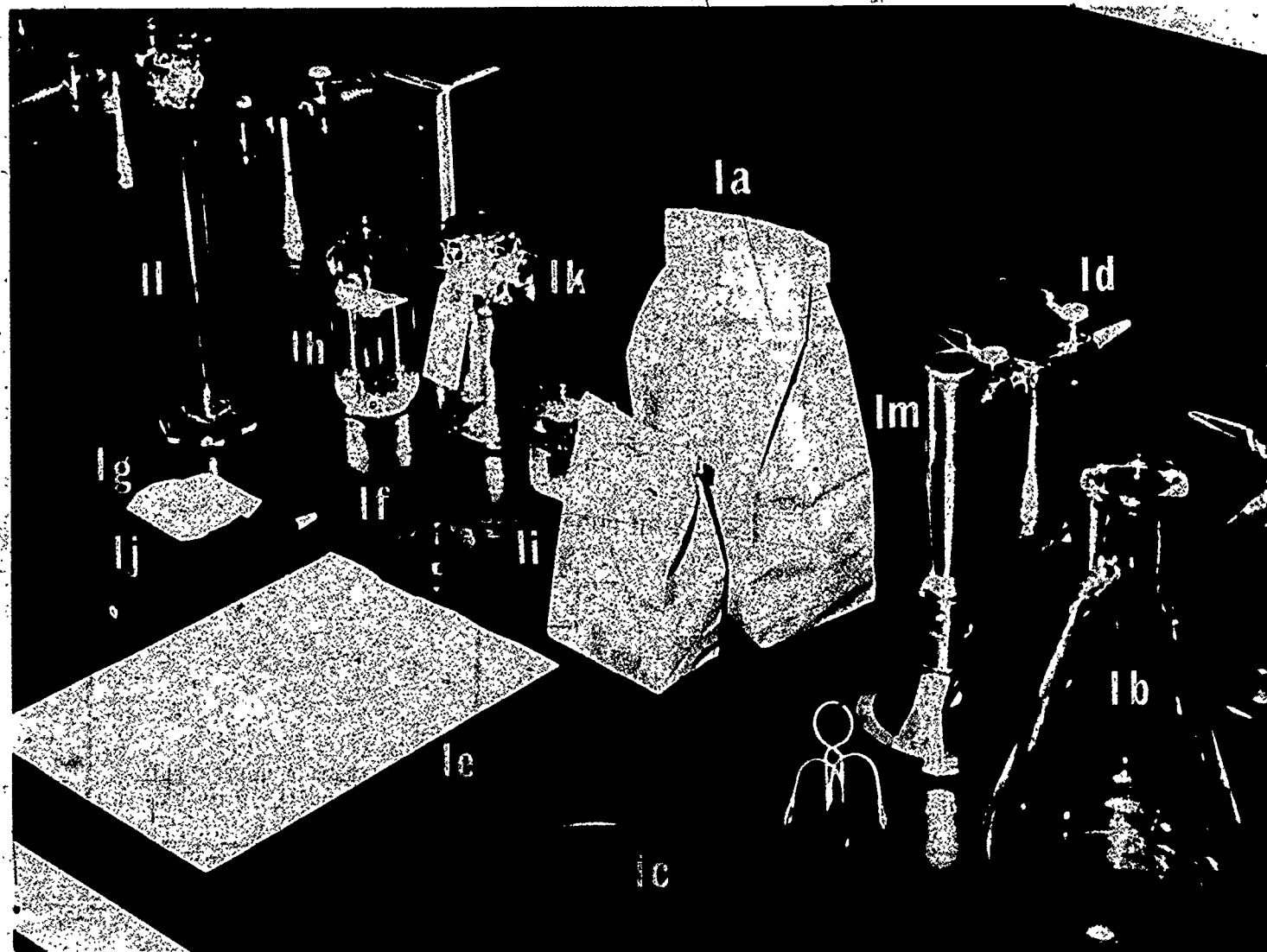
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	5. Gently shake out large droplet to waste. Replace cover tightly.	5a. Plate is ready for use in analysis. 5b. Keep plate from excessive exposure to light, particularly sunlight. 5c. It has been found that this procedure will invariably give an optimum amount of medium, whereas, trying to measure precisely the same amount for each plate will give less than optimum amounts more frequently. 5d. If plate is to be used within the hour, simply cover with a paper towel on the bench. If a greater time is expected, place in refrigerator until used.	
B. First Day Procedure 1. Equipment Maintenance 2. Sample Collection and Handling	1. Check, record, and adjust, if necessary, the 35° C incubator. 2. Check, record (if done) and adjust (if necessary) the refrigerator. 1. Collect sample, use a grab, direct filling, or suitable device collection technique. 2. Apply label to bottle and enter required information.	1a. Representative of water supply system. 1b. Leave sufficient air space in bottle to allow shaking of sample (at least 2.5 cm or 1 inch). 1c. Do not rinse bottle before collecting sample as this would cause loss of dechlorinating agent. 1d. Exercise care to prevent contamination of samples. 2a. Enter required information as per agency requirements. A minimum useful amount of entries include: * name of sampler (complete name, not initials) * location/code of collection site * time of collection * chlorine residual (water before sampling) * date of collection.	

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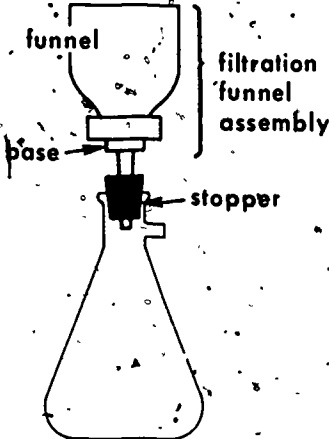
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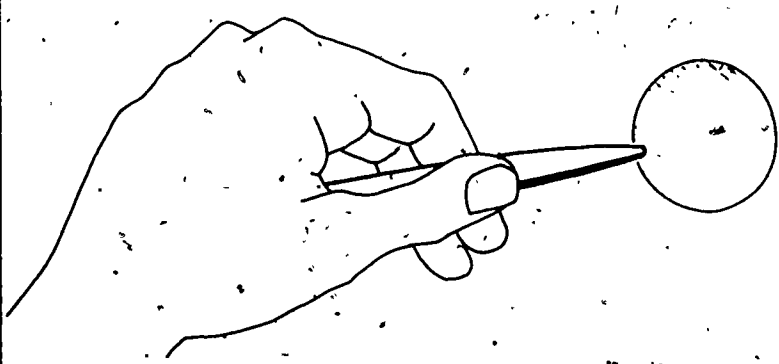
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)	3. Place bottle in closed ice chest.	3a. Use ice in chest if possible, although there is no strict requirement for this procedure. However, protect the bottle from detrimental conditions such as direct sunlight, extreme heat or cold, etc.	
	4. Transport to laboratory and dispose of sample in accordance with laboratory policies.	4a. An undesirable, but acceptable practice, is to retain the bottle for up to 30 hours prior to analysis before discarding as an unacceptable sample. Sample should be analyzed as soon as possible.	
3. Preanalysis Preparation	1. Prepare laboratory data sheet.	1a. No standard data sheet. Use form recommended by laboratory/Agency. 1b. Some of required information will be on sample label.	
	2. Disinfect laboratory bench; wipe dry.	2a. Use sponge and disinfectant; paper toweling.	
4. Equipment and Material Assembly	1. Assemble required equipment and material.	1a. Filtration funnel assembly, sterile. 1b. Side arm suction flask, 1 liter size. 1c. Hose, suction w/clamp. 1d. Vacuum source, operational. 1e. Sheet, data. 1f. Prepared m-ENDO dish. 1g. Membrane filter, sterile. 1h. Buffered distilled rinse water (about 100 ml per test). 1i. Forceps and disinfectant container (methanol). 1j. Pencil, marking. 1k. Sample bottle. 1l. Graduate, sterile, 100 ml, foil hood protected. 1m. Burner, gas, w/hose joined to gas source.	

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method



WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by the Membrane-Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)		<p data-bbox="932 370 1667 452">4e. Units of filtration assembly are sterilized by steam after wrapping in Kraft paper or aluminum foil.</p> 	
5. Sample Filtration	<p data-bbox="486 948 711 981">5. Light burner.</p> <p data-bbox="486 1009 874 1096">6. Label m-ENDO plate with necessary identification markings.</p> <p data-bbox="486 1129 874 1245">1. Place membrane filter (MF) on base of funnel unit and centered evenly on the screen assembly.</p>	<p data-bbox="932 954 1528 987">5a. Some laboratories use an alcohol lamp.</p> <p data-bbox="932 1014 1316 1047">6a. Conforms to data sheet.</p> <p data-bbox="932 1136 1643 1252">1a. Funnel top removed carefully to avoid contamination. Do not place on contaminated surface. Best to hold in hand while using forceps in other.</p>	

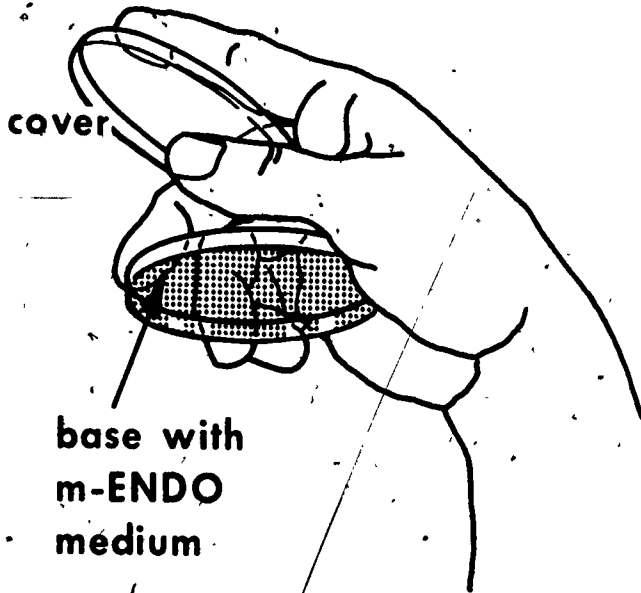
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)		<p>1b. MF placed grid or inked side <u>UP</u>. MF handled with flamed forceps and only on the membranes outer 3/16 inch of its circumference.</p>  <p>1c. Replace funnel top. Avoid over-tightening which can damage the MF or cause leakage.</p> <p>2. Deliver a small volume of sterile buffered distilled rinse water inside the funnel.</p> <p>2a. Use approximately 10 ml of water.</p> <p>2b. Observe funnel for leakage. If any, disassemble unit and repeat from Step 1 after inspecting base of funnel for possible debris or damage. Persistent leakage will necessitate maintenance or replacement of funnel unit.</p> <p>3. Deliver standard sample volume to funnel by using a sterile graduate.</p> <p>3a. Thoroughly shake sample bottle prior to filling graduate. A minimum requirement would be 25 complete up-and-down (or back-and-forth) movements of about 0.3 m (1 foot) in 7 seconds.</p> <p>3b. Sterile graduate is prepared by oven sterilization with an aluminum foil cap.</p>	

WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>B. First Day Procedure (Continued)</p>	<p>4. Gently pour standard sample (100 ml) into funnel.</p> <p>5. Graduate marked TC (to contain): Rinse graduate several times with sterile water and pour each rinsing individually into funnel.</p> <p>Graduate marked TD (to deliver): Rinsing not necessary, but, allow at least 5 seconds drainage time and then gently tap off last drop into funnel.</p>	<p>3c. Volume in graduate is measured by sighting if the meniscus lower curve being even with the 100 ml mark.</p> <div data-bbox="927 518 1684 865"> <p>meniscus line</p> <p>100</p> <p>90</p> <p>glass graduate</p> <p>eye level</p> <p>(bottom of meniscus line touching 100 ml line in a parallel plane)</p> </div> <p>4a. Avoid splashing. Pour slowly and close to top of funnel without touching sides.</p> <p>4b. Allow a 5 second drainage period before shaking off the last drop.</p>	<p>229</p>

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)	<p>6. Open vacuum control valve and remove pinch clamp to allow vacuum to filter sample through MF.</p> <p>7. Rinse funnel three times with sterile buffered distilled water.</p> <p>8. Replace pinch clamp on suction hose.</p>	<p>6a. Vacuum must not be allowed to enter system prior or during Step 5 as this would suck sample prematurely and bacterial dispersion will not occur over membrane.</p> <p>6b. Allow complete passage of sample through MF.</p> <p>7a. Rinsings remove all of residual sample droplets from sides of funnel.</p> <p>7b. Allow complete flushing of each rinse through membrane before applying next rinse.</p> <p>7c. Use about 25 ml for each rinse and pass around funnel to rinse complete circumference (circular motion of hand around funnel) of funnel. Do not touch inside area of funnel.</p> <p>8a. Interrupts vacuum delivery to flask.</p> <p>8b. Will not allow MF to be lifted from base without possible damage due to strong suction being continued.</p> <p>8c. Some laboratories may elect to use control valve for this operation and not use pinch clamp.</p>	
6. Membrane Plating	<p>1. Disconnect funnel locking device and lift funnel from base to expose MF.</p> <p>2. Remove membrane from funnel base.</p>	<p>1a. Best to hold funnel in one hand while using forceps with other. Some laboratories may elect to either:</p> <ul style="list-style-type: none"> * Use a germicidal cabinet to hold funnel * Use a funnel holding device <p>But, in any event, <u>DO NOT</u> place funnel where it can become contaminated if it is to be used for another sample.</p> <p>2a. Again, handle membrane carefully with flamed forceps (quickly flamed after removing from alcohol immersion jar - <u>NOT HEATED</u>) and only on outer 3/16 inch of membrane.</p>	V.B.6.1 (p. 5-33)

WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)	<p>3. Replace funnel on base if it is held in other hand, or, replace when convenient if held in holding device or UV light box.</p> <p>4. Remove cover from m-ENDO dish. Do not allow it to become contaminated. Can either be held in the hand or placed on the lab bench.</p>	<p>2b. Break residual vacuum in flask by gently lifting edge of MF before removing.</p> <p>3a. Funnel unit is now ready to receive the next sample as the three rinses have been found to be sufficient to cleanse the funnel of bacteria which can influence this test.</p> 	V.B. 6.3 (p. 5-34)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure- (Continued)	5. Place MF over the m-ENDO medium. Use a rolling action to eliminate air pockets. Close the dish tightly when membrane shows elimination of air pockets.	5a. Grid or inked side surface contains the bacteria and must not be placed next to the m-ENDO. 5b. If air pockets persist (indicated by white areas with the pink colored m-ENDO liquid) pick up the MF by its edge and re-roll. Persistent clear or white areas usually indicate that there is too little broth on the pad. Add a drop of m-ENDO to the pad if necessary while holding up a corner of the MF. Do not place broth over the membrane. 5c. Do not run forceps or any object over the MF as it is very delicate and damage can result in poor plate results. 5d. Some amount of air spots is tolerable if they are outside the working area of where the bacteria were plated. About 3/16 inch is acceptable.	
7. Incubation Procedure	1. Invert petri dish (turn upside down). The bottom or plate base will now be on top and the MF will be upside down. 2. Place dish in the inverted position within the 35° C incubator.	2a. Plate is inverted to prevent droplets from "falling down" on MF destroying the colonial growth of the bacteria. 2b. Do not crowd plates. If a number of them have to be stacked, place them no more than three high with an unused area around them equal to the size of a petri dish. 2c. Allow an incubation period of 22-24 hours. Be sure time of plating is indicated on data sheet.	

WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>C. Second Day Procedure</p> <p>1. Counting Procedure</p>	<ol style="list-style-type: none"> 1. Remove petri dish from incubator with careful handling to avoid jarring of plate. Turn plate over where cap is now on top. 2. Remove cover to facilitate counting and place plate bottom on stage of microscope or under lens of magnifier. 3. Adjust cool, white, fluorescent light source to give maximum sheen development to colonies, if any. 4. Microscopically scan membrane with a back-and-forth movement over the grids and count all colonies having sheen. 	<ol style="list-style-type: none"> 1a. Incubation period has been within the 22-24 hour period. No deviations are permitted. 1b. Rough handling can cause spattering of droplets within plate and possibly causing difficulty in counting. 2a. MF colonies are best counted with a magnification of 10 to 15 diameters. A wide field dissecting microscope is preferred but a magnifier is acceptable. 3a. A nearly vertical light adjustment is usually optimum. 3b. Do not use any other lighting source than the cool, white, fluorescent bulb. 3c. Sheen is characteristic of the coliform group of bacteria and is a golden, metallic-like reflective property on the surface of the colonies. 4a. <div data-bbox="1099 1013 1455 1377" data-label="Image"> <p>The diagram shows a circular grid divided into a 4x4 pattern of smaller squares. A dashed circle is drawn within the grid, representing the effective filtering area. A dashed line with arrows indicates a back-and-forth scanning path across the grid, starting from the top left and moving horizontally across each row before jumping to the start of the next row below.</p> </div> <p>The dashed circle indicates the effective filtering area. The dashed back-and-forth line indicates the colony counting pathway.</p>	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Second Day Procedure (Continued)		<p>4b. Sheen development may be in a variety of forms - solid sheet, pin points, flecks, etc. <u>Any amount</u> of sheen is enough to consider the colony as being presumptively a coliform.</p> <p>4c. Colonies are raised, usually circular, growths of original bacteria which was planted on the membrane and are considered to be the result of a single organism multiplying many times to produce a visible colony.</p>	V.C.1.4c (p. 5-34)
	5. Observation of numerous colonies on the MF, even if they are not sheen containing colonies, will require counting since there is a 200 count maximum allowable colony count.	<p>5a. The 200 colonies or more of all types (which includes coliforms) is an amount of growth which produces interferences with validity of results.</p> <p>5b. A resampling should be requested in this case, and if persistent, treatment of the source must be instituted before laboratory results can be meaningful. It may be useful to run two 50 ml plates or four 25 ml plates and add the coliform colonies from the series to reduce the background colonies produced on the larger volumes. Thus, individual acceptable plates are obtained and the standard volume is still being processed.</p>	
2. Recording Results	1. Since 100 ml is the standard sample volume, the number of coliforms counted will be the count/100 mls and this value is recorded on the data sheet.	<p>1a. If <u>any</u> coliforms are present on the MF, each must be verified as being a coliform bacteria.</p> <p>1b. In this case, close the dish and initiate the verification procedure as soon as possible.</p> <p>1c. Turn in data sheet if no coliforms are present and take organizational policy steps if any coliforms are presumptively present.</p>	V.C.2.1a (p. 5-34)

**WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by
the Membrane Filter Method**

<u>SECTION</u>	<u>TOPIC</u>
I	Introduction
II*	Educational Concepts - Mathematics
III*	Educational Concepts - Science
IV	Educational Concepts - Communications
V*	Field and Laboratory Equipment
VI*	Field and Laboratory Reagents
VII	Field and Laboratory Analyses
VIII,	Safety
IX	Records and Reports

Training guide materials are presented here under the headings marked.
These standardized headings are used through this series of procedures.

WATER MONITORING PROCEDURES: Total Coliform Test for Drinking Water by the Membrane Filter Method

Educational Concepts - Mathematics

Section II

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.10.2	<p>Since 48 grams of m-ENDO broth powdered medium and 20 mls of 95% Ethanol are required to prepare 1 liter (1000 mls) of m-ENDO broth, it is possible to calculate weights and volumes to prepare any requirement based upon the number of plates desired. Calculations are based upon knowing the above figures and the requirement of 2.0 ml of broth for each pad saturation.</p> <p>For rapid calculations the following two formulas can be used:</p> <ol style="list-style-type: none"> 1. No. of plates desired x 0.096 = grams m-ENDO. 2. No. of plates desired x 0.04 = ml Ethanol. <p><u>EXAMPLE:</u> If 47 plates of m-ENDO are required:</p> <ol style="list-style-type: none"> 1. $47 \times 0.096 = 4.512$ or 4.5 grams m-ENDO. 2. $47 \times 0.04 = 1.88$ or 1.9 mls Ethanol. <p><u>NOTE:</u> Due to the practical and technical difficulties involved in weighing very small portions as, for instance, 0.096 grams of m-ENDO for one plate requirement, it would be wise to prepare at least 10 plates (0.96 or 1.0 gram m-ENDO and 0.4 ml Ethanol) as a minimum requirement.</p>	

WATER MONITORING PROCEDURES:Total Coliform Test for Drinking Water by
the Membrane Filter Method

Educational Concepts - Science

Section III

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.1.2b	<p>A relative humidity of over 90 percent is necessary in order to obtain bacterial growth on the membrane filter (colony) which has not been inhibited by a lack of this moisture. Inhibited colonies will invariably be smaller and less apt to give the typical sheen characteristic of a frank coliform.</p> <p>An accurate solid heat sink incubator is acceptable for use. This is constructed of a solid metallic block having slots for insertion of the petri dishes. Since there are no provisions for a high humidity chamber in this type of incubator, it is important to only use the types of petri dishes having a tight attachment of cover-to-base thus preventing loss of moisture during the incubation period.</p> <p>A closed container, such as a plastic vegetable crisper, may be placed within the incubator and have within the container a saturated humid atmosphere. A convenient way of accomplishing this is to wet a few paper towels and place within the crisper or box.</p>	Std. Meth. 14:937

WATER MONITORING PROCEDURES:

Total Coliform Test for Drinking Water by the Membrane Filter Method

Field and Laboratory Equipment

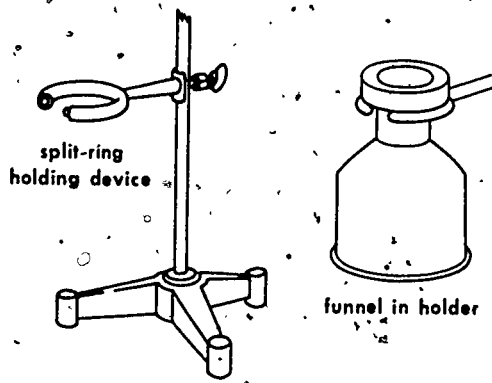
Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES															
A.1.1	<p>Incubator should be kept out of drafts or direct sunlight in order to prevent temperature inside the incubator from changing outside the temperature range specified ($35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$).</p> <p>Power supply should be selected so that there will not be too many pieces of equipment on the same circuit. Otherwise circuits will be blown repeatedly.</p>	<p>Standard Methods for the Examination of Water and Wastewater 14th Ed. (1975) APHA, WPCF, AWWA, p. 880 ff.</p> <p>(Hereafter referred to as: Std. Meth. 14: (Page No.)</p>															
A.1.3	<p>Mercury bulb thermometer usually used in most incubators and a recording thermometer are acceptable. Thermometers must be calibrated against a mercury bulb thermometer which is (or calibrated against) a National Bureau of Standards issue and used with the certificate and correction chart.</p>																
A.2	<p>Sterilizing ovens should be of sufficient size to prevent crowding of materials to be sterilized. The information below summarizes the use of the oven.</p> <table border="1"> <thead> <tr> <th>MATERIAL STERILIZED</th><th>CONDITIONS</th><th>REMARKS</th></tr> </thead> <tbody> <tr> <td>Glassware</td><td>170°C for at least 60 min</td><td>If Internal oven characteristics are unknown</td></tr> <tr> <td>Glassware</td><td>160°C for at least 60 min</td><td>If oven temperature uniform throughout chamber</td></tr> <tr> <td>Glassware within metal container</td><td>170°C for at least 120 min</td><td></td></tr> <tr> <td>Other material</td><td>170°C for at least 60 min</td><td>Material must be capable of with-standing sterilizing conditions</td></tr> </tbody> </table> <p>Alternately, a gas sterilizing unit can be used in place of the hot-air oven. Refer to Standard Methods and manufacturer's catalogs for details of such a unit (ethylene oxide gas).</p> <p>Conflicting temperature/time relationships appear in differing references, but, the over-riding consideration is how this time/temperature relationship works in your hands, with your equipment, and considering the results of sterility testing.</p>	MATERIAL STERILIZED	CONDITIONS	REMARKS	Glassware	170°C for at least 60 min	If Internal oven characteristics are unknown	Glassware	160°C for at least 60 min	If oven temperature uniform throughout chamber	Glassware within metal container	170°C for at least 120 min		Other material	170°C for at least 60 min	Material must be capable of with-standing sterilizing conditions	<p>Std. Meth. 14:881-885</p>
MATERIAL STERILIZED	CONDITIONS	REMARKS															
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WATER MONITORING PROCEDURES: Total Coliform Test for Drinking Water by the Membrane Filter Method

Field and Laboratory Equipment

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.4	Distilled water must not contain substances preventing bacterial growth or be highly nutritive. There are required procedures for testing distilled water and should be undertaken only by professional bacteriologists or in laboratories where this is done regularly. Alternately, a source of deionized water which meets all requirements as imposed on distilled water is suitable for use in bacteriological operations.	Std. Meth. 14:887
B.4.2	Diagram and equipment listing describe the type of units most commonly used in the membrane filter procedure. They are by no means the only acceptable arrangement which can be utilized. Different modes of obtaining a vacuum or its control are available. Also, various vacuum flask arrangements are acceptable as well as the types of vacuum controls. To preclude numerous examples, the one described will be sufficient to give technological procedures which are acceptable and the reader can refer to Standard Methods and manufacturer's catalogs for further information regarding system components or field units which are acceptable.	
B.6.1	A germicidal cabinet is an enclosed unit which contains an active germicidal lamp (UV) which produces a 99.9% bacterial kill in 2 minutes. It is important not to have UV leakage from cabinet which can be detrimental to the analyst's eyes. A funnel-holding device is designed to hold the funnel and prevent its contamination. <u>EXAMPLE</u>	Std. Meth. 14:933
	 <p>The diagram shows two pieces of equipment. On the left is a 'split-ring holding device' which consists of a vertical rod with a horizontal split-ring at the top, mounted on a three-legged base. On the right is a 'funnel in holder', which is a glass funnel placed inside a cylindrical container with a lid.</p>	

WATER MONITORING PROCEDURES:

Total Coliform Test for Drinking Water by the Membrane Filter Method

Field and Laboratory Equipment

Section V

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

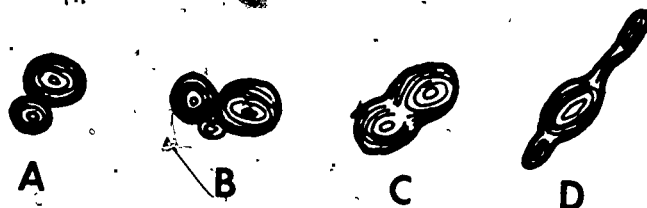
B.6.3

Funnel units are considered to be acceptable for use for the next sample unless an interval of 30 minutes or longer elapses before the next sample is run. In this case the unit must be resterilized.

Std. Meth. 14:932

C.1.4c

Occasionally colonial growth will be observed to be irregular such as the following:



Usually, as in A and B, the colonies are readily discernible as being multiple colonies - 2 for A and 3 for B. In the case of C and D, however, this separation is not readily apparent and the judgment, based on experience, of the analyst becomes important. In the case of D the long strand growth may be caused by a particle of debris which allowed channeled growth of one or more bacteria.

C.2.1a

The verification test is accomplished by picking the presumptive sheened coliform colony with a sterile needle and passing it through a series of broth media to observe for another coliform characteristic - gas formation in a selective medium. Refer to Standard Methods for a detailed performance of this verification test.

Std. Meth. 14:920
:931

WATER MONITORING PROCEDURES: Total Coliform Test for Drinking Water by the Membrane Filter Method

Field and Laboratory Reagents

Section VI

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES																												
A.10.1	<p>Procedures are given for m-ENDO broth medium preparation which is, however, not the only acceptable method available. Other acceptable m-ENDO medium preparations include:</p> <p>A. <u>m-ENDO Agar Medium</u></p> <p>This includes the addition of the complex carbohydrate agar in order to solidify the medium. In this preparation the absorption pad is not required for analysis.</p> <p>B. <u>Pre-prepared Ampouled m-ENDO Medium</u></p> <p>A complete prepared medium enclosed in a glass tube. Contains enough medium for a single medium for a single test and has the advantages of a larger shelf life and convenience of use. Is somewhat more costly than laboratory preparation.</p>	Std. Meth. 14:895																												
A.10.4	<p>Ethanol is added to distilled water in a 2% dilution for the m-ENDO medium. The amounts, of course, would be different depending on the petri dish requirements. The table below gives some useful information as reference:</p> <table><tr><th>No. of Plates m-ENDO Re- quired</th><th>Alcohol-Water Required</th><th>Ethanol mls</th><th>m-ENDO Broth Powder gm.</th></tr><tr><td>500</td><td>1 liter (1000 ml)</td><td>20</td><td>48</td></tr><tr><td>250</td><td>500</td><td>10</td><td>24</td></tr><tr><td>50</td><td>100</td><td>2</td><td>4.8</td></tr><tr><td>25</td><td>50</td><td>1</td><td>2.4</td></tr><tr><td>10</td><td>20</td><td>0.4</td><td>.96 or 1.0</td></tr><tr><td>5</td><td>10</td><td>0.2</td><td>.48 or .5</td></tr></table> <p>Some laboratories prepare a large amount of the 2% solution and, when tightly stoppered, can be used for extended periods.</p> <p>This outline was prepared by: Rocco Russomanno, Microbiologist, National Training and Operational Technology Center, MOTD, OWPO, USEPA, Cincinnati, Ohio 45268.</p>	No. of Plates m-ENDO Re- quired	Alcohol-Water Required	Ethanol mls	m-ENDO Broth Powder gm.	500	1 liter (1000 ml)	20	48	250	500	10	24	50	100	2	4.8	25	50	1	2.4	10	20	0.4	.96 or 1.0	5	10	0.2	.48 or .5	
No. of Plates m-ENDO Re- quired	Alcohol-Water Required	Ethanol mls	m-ENDO Broth Powder gm.																											
500	1 liter (1000 ml)	20	48																											
250	500	10	24																											
50	100	2	4.8																											
25	50	1	2.4																											
10	20	0.4	.96 or 1.0																											
5	10	0.2	.48 or .5																											

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5-37

A PROTOTYPE FOR DEVELOPMENT OF
ROUTINE OPERATIONAL PROCEDURES

for the

VERIFIED MEMBRANE FILTER TEST FOR DRINKING WATER

as applied in

DRINKING WATER TREATMENT FACILITIES
and in the
DISTRIBUTION SYSTEMS OF DRINKING WATER TREATMENT FACILITIES

National Training and Operational Technology Center
Municipal Operations and Training Division
Office of Water Program Operations
U.S. Environmental Protection Agency

BA.MET.1ab.WMP.8a.10.78

Verified MF Test for Drinking Water¹

All typical coliform (sheen) colonies or at least five randomly selected sheen or borderline sheen colonies must be verified from each membrane containing five or more such colonies.

Needle must be sterile before selecting colonies.

Counts must be adjusted based on verification.

The verification procedure must be conducted by transferring growth from colonies into lauryl tryptose broth (LTB) tubes and then transferring growth from gas-positive LTB cultures to brilliant green lactose bile (BGLB) tubes. Colonies must not be transferred exclusively to BGLB because of the lower recovery of stressed coliforms in this more selective medium. However, colonies may be transferred to LTB and BGLB simultaneously. Negative LTB tubes must be reincubated a second day and confirmed if gas is produced.

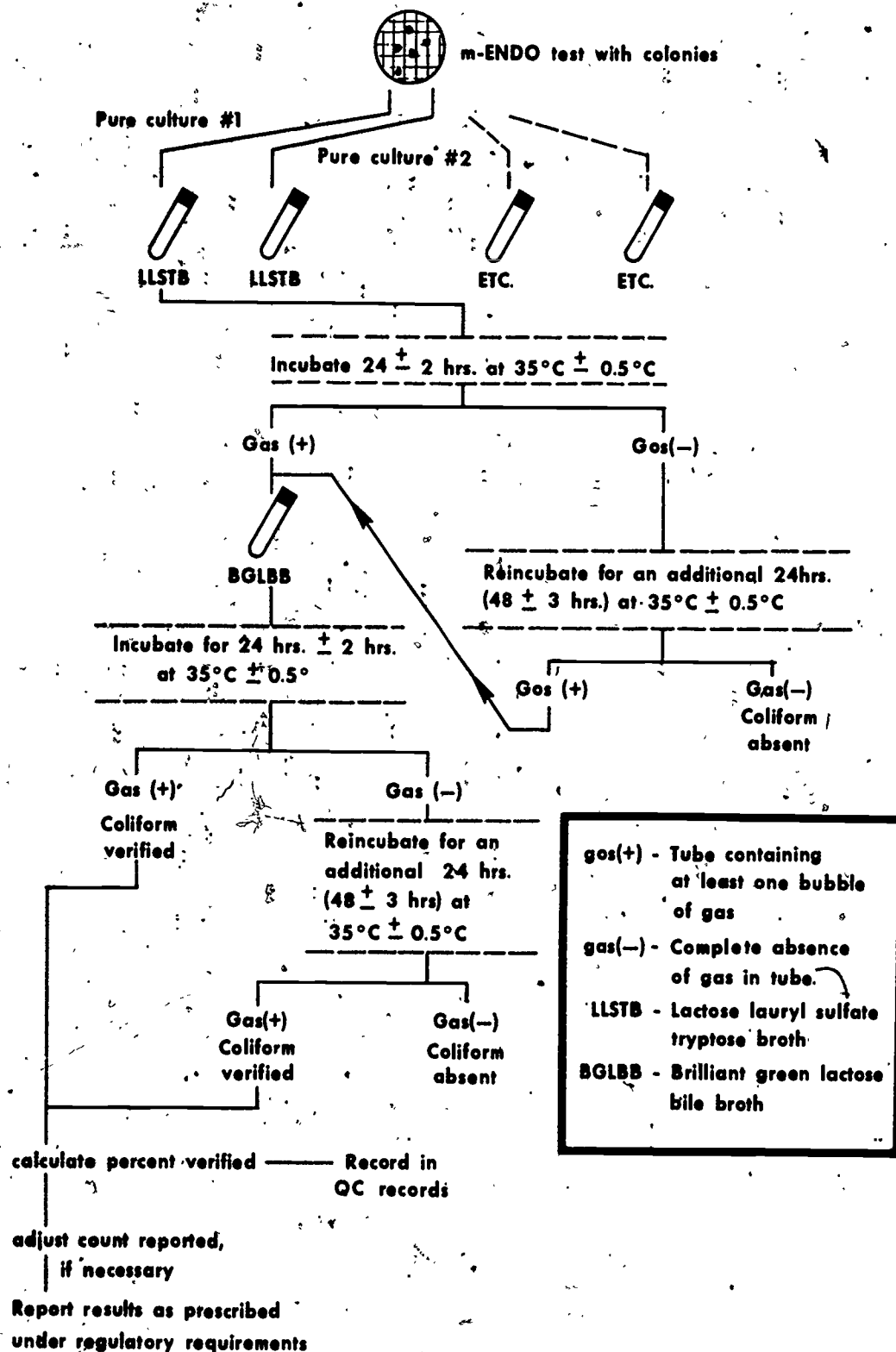
It is desirable to verify all sheen and borderline sheen colonies (optional).

If there is more than one analyst in laboratory, at least once per month each analyst should count the sheen colonies on a membrane from a polluted water source. Colonies on the membrane should be verified and the analysts' counts compared to the verified count. (Optional)

Sheen colonies in mixed confluent growth reported and verified (optional).

¹MINIMUM REQUIREMENTS except where indicated as OPTIONAL.

Verified Membrane Filter Test Flow Sheet



WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

1. Analysis Objectives:

- a. In water treatment plant quality control, the objective of the test is to determine if the effluent quality is in compliance with bacteriological requirements as prescribed in the Federal Drinking Water Standards.
- b. In distribution network and individual consumer tapping locations, the test determines compliance with bacteriological requirements with the above mentioned standards.
- c. Supplies conclusive determination of coliforms or lack of coliforms of mixed growth appearing in m-ENDO medium with apparent coliform-like colony(s) within mixed culture.
- d. As part of a required Analytical Quality Control Program the test has applications for the following:
 - 1) m-Endo medium quality check
 - 2) laboratory personnel comparative check for new or established workers
 - 3) supporting evidence of colony interpretations for legal or routine operations.

2. Brief Description of Analysis:

Discrete colony/s, whose characteristics are recorded, are aseptically (sterile technique) picked from a suitably incubated m-ENDO plate membrane filter and transferred to an LLSTB fermentation tube which are incubated at $35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$. After 24 hours and again at 48 hours (if previously negative), the LLSTB tube cultures are examined and results recorded for gas production. Cultures showing gas production are transferred to BGLBB fermentation tubes and incubated at $55^{\circ} \pm 0.5^{\circ}\text{C}$. BGLBB tubes are examined, usually at 24 hour periods, for gas up to 48 hours \pm 3 hours and those showing gas are considered a positive coliform bacteria.

Based on the number of positives originally counted, it may be necessary to adjust the count reported for drinking water quality.

Results are entered in a quality control record book for necessary data pertaining to laboratory certification requirements or possible legal data requirements.

This procedure conforms to the Standard Total Coliform MPN Test as described in Standard Methods for the Examination of Water and Wastewater, 14th Edition (1975), p. 931.

WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

Equipment and Supply Requirements

A. Capital Equipment:

Autoclave, providing uniform temperatures up to and including 121°C; equipped with an accurate thermometer, pressure gages, saturated steam power lines and capable of reaching required temperature within 30 minutes

Balance, 0.1 g sensitivity at load of 150 g

Microscope, stereoscope viewing, 5-15 x, fluorescent, vertical light source

Air incubator to operate at 35°C \pm 0.5°C

pH meter, accurate to at least 0.1 pH unit, with standard pH reference solution(s)

Water distillation apparatus (glass or block tin), or source of distilled water suitable for bacteriological operations.

B. Reusable Supplies:

Apron or coat suitable for laboratory

Baskets, wire for discarded cultures

Bottle, squeeze type, with disinfecting solution

Burner, gas, Bunsen Burner type

Metal caps* to fit 25 x 150 mm and 18 x 150 mm culture tubes

Pan, to receive discarded contaminated glassware (must contain disinfectant before use).

Inoculation needle and loop, 3 mm diameter loop, of nichrome or platinum-iridium wire, 26 B&S gage, in holder

Racks, culture type*, having at least 5 openings capable of accepting tubes at least 20 mm in diameter

Sponge, for cleaning desk top

Tubes, culture*, 150 x 25 mm and 150 x 18 mm

Tubes, fermentation*, 75 x 10 mm vials to be inverted in culture tubes

C. Consumable (must be replaced when stocks get low):

Distilled water, suitable for bacteriological cultures (note distillation apparatus required in capital equipment)

WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

Equipment and Supply Requirements (Continued)

BGLBB (Brilliant Green Lactose Bile Broth), dehydrated (recommend purchase of 1/4-lb. units)

LLSTB (Lactose Lauryl Sulfate Tryptose Broth), dehydrated (recommend purchase of 1-lb. units)

Disinfectant, for bench tops (Use household bleach solution prepared according to instructions on bottle.)

Wax pencils (recommend soft wax equivalent to Blaisdell 169T)

Data sheets (Verified Test)

*Items marked are needed in quantities or require size or space allowances which cannot be specified here, as they vary according to the daily analysis schedule. As a rule-of-thumb, space/size or quantity requirements should be at least 3 times the normal daily requirements. For further information on specifications for equipment and supplies, see the Microbiology Section of the current edition of "Standard Methods for the Examination of Water and Wastewater."

WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures			
1. 35°C Incubator Set-up, Adjustment	1. Place 35°C incubator in permanent location. 2. Install thermometer. 3. Install shallow pan of water in bottom of incubator. 4. Connect incubator to electric power source. 5. Adjust temperature until stabilized at required temperature. 6. Operate bacteriological incubator continuously.	Aa. All pre-test procedures completed before starting other first-day procedures. 1a. Out of drafts or places where it will be in direct sunlight part of the day. 1b. Location convenient to laboratory bench. 1c. Convenient source of electric power. 2a. Thermometer functions at least in 30°-40°C-range and have intervals of 0.5° or less indicated. Meets NBS standards. 2b. Location should be central in incubator. 2c. Mercury bulb thermometer should be fitted with cork or rubber stopper and mounted in small bottle filled with liquid (glycerine, water, or mineral oil). 3a. In most laboratory incubators a pan having about 1 square foot area, with water about 1 inch deep, is satisfactory. 3b. Maintains condition of saturated relative humidity, <u>required</u> in bacteriological incubator. 3c. Requires daily check, with addition of water as necessary, to keep water in pan at all times. 4a. Many incubators have pilot light to indicate power turned on. 5a. Manufacturer's instructions for method of temperature adjustment. 5b. Operation must be at $35 \pm 0.5^\circ\text{C}$. 5c. Allow about 1 hour between adjustments. 6a. Requires daily check with written temperature record, with adjustment and water addition as necessary.	V.A.1 (p. 26) V.A.1.2 (p. 26) V.A.1.2 (p. 26) V.A.1.3 (p. 26) V.A.1.5 (p. 26) V.A.1.6 (p. 26)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)			
2. Autoclave Set-Up	1. Install and operate autoclave according to manufacturer's instructions.	1a. Autoclaves extremely variable in design and operation; also, potentially dangerous. 1b. Used to sterilize objects made of, or including liquids, rubber, culture media. 1c. Glassware <u>may</u> be autoclave sterilized but must be dried afterward. 1d. Most plastics <u>not</u> sterilized in autoclave; plastics usually require chemical sterilizers. 1e. Autoclave usually operated at 121°C for 15 min. 1f. Sterilized media must be removed from autoclave as soon as possible after autoclave is reopened.	V.A.2.1 (p. 26)
3. Water Distillation Equipment	1. Install and operate in accordance with manufacturer's instructions. 2. Operate continuously or intermittently as required to maintain adequate supplies of distilled water.	1a. Must produce distilled water meeting quality requirements for bacteriological tests. 2a. Reserve supplies kept in borosilicate glass carboys or in plastic carboys made of material which will not dissolve substances which will affect growth of bacteria. 2b. Same distillation apparatus used for bacteriological purposes may be used for chemical reagents.	V.A.3.1-2 (p. 27)
4. pH Meter	1. Have unit available and operate in accordance with procedures described in other lab procedures.	1a. Unit for pH check on finished culture media. 1b. Used in preparation of stock solution of potassium dihydrogen phosphate.	V.A.4.1 (p. 28)
5. Glassware	1. Wash all glassware in hot detergent solution; 2. Rinse at least once in hot tap water;	1a. Nontoxic detergent. 1b. Be sure <u>all</u> contents and markings are washed away.	V.A.5.1-4 (p. 28)

WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	3. Rinse in distilled water, at least 6 successive times, and,		
	4. Dry in air.	4a. No visible spots or scum; glass should be clean, and sparkling. 4b. Glassware suitable for use in bacteriological operations.	V.A.5.4.4b (p. 28)
6. Preparation of Lactose Lauryl Sulfate Tryptose Fermentation Broth (LLSTB)	1. Weigh 17.8 grams of dehydrated Lactose Lauryl Sulfate Tryptose Broth. Close cover of bottle of dehydrated medium <u>tightly</u> after removal. 2. Dissolve in 500 mls distilled water. 3. Place 10.5 ml of the solution of prepared LLSTB in each culture tube. 4. Insert one fermentation vial into each tube of medium, <u>open end down</u> . 5. Place tube cap on each tube of culture medium. 6. Sterilize in autoclave.	1a. Dehydrated media take moisture out of air; can become caked. 1b. Caked media unsatisfactory; should be discarded. 2a. Gentle heat (no boiling) if necessary to complete dissolving medium. Usually a vigorous agitation will completely dissolve the medium. 3a. Use 150 x 18 mm tubes. 3b. 25 ml pipet, automatic pipetter, or funnel hose and pinchcock assembly are acceptable. 3c. Accuracy of delivery: ± 0.5 ml. 3d. Approximately 45 tubes will be necessary. 4a. Tubes and vials washed as previously indicated. 4b. Use 75 x 10 mm tubes. 5a. After all tubes have been filled and have individual vial. 6a. Within 1 hour after medium prepared. 6b. Sterilization at 121°C. for 12 minutes. 6c. Medium must be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" mode of steam removal.	V.A.6.3b (p. 28)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	7. Cool medium to room temperature.	7a. Medium ready for use when cool and individual vials are completely filled with fluid. No bubbles must be present.	
	8. Check pH of finished medium.	8a. Should be 6.7-6.9.	
	9. If final pH not satisfactory, discard medium and prepare new batch with pH adjustment before sterilization.	9a. pH value ordinarily drops about 0.2 pH unit.	
	10. Store medium in cool, dark place.	10a. Not in refrigerator. Usually in laboratory cabinet in darkness. 10b. May be stored up to 1 week if evaporation not more than 10% in loose fitting capped tubes. With screw-capped tubes, it should be held no longer than 3 months.	
7. Preparation of Brilliant Green Lactose Bile Broth (BGLBB)	1. Weigh 40.0 grams of dehydrated Brilliant Green Lactose Bile Broth. Close cover of bottle of dehydrated medium <u>tightly</u> after removal.	1a. Dehydrated media takes moisture out of air; can become caked. 1b. Caked media unsatisfactory; should be discarded.	
	2. Dissolve in 1 liter of distilled water.	2a. Gentle heat (no boiling) if necessary to complete dissolving medium. Usually a vigorous agitation will completely dissolve the medium.	
	3. Place 10.5 ml of the solution of prepared BGLBB in each culture tube.	3a. Use 150 x 18 mm tubes. 3b. A 25 ml pipet, automatic pipetter or funnel hose and pinchcock assembly are acceptable.	V.A.6.3b (p. 28)

WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedure (Continued)	<p>4. Insert one fermentation vial into each tube of medium, <u>open-end-down</u>.</p> <p>5. Place cap on each tube of culture medium.</p> <p>6. Sterilized in autoclave.</p> <p>7. Cool medium to room temperature.</p> <p>8. Check pH of finished medium.</p> <p>9. If final pH is not satisfactory, discard medium and prepare new batch with pH adjustment before sterilization.</p> <p>10. Store medium in cool, dark place.</p>	<p>4a. Tubes and vials washed as previously indicated.</p> <p>4b. Use 75 x 10 mm tubes.</p> <p>5a. After all tubes have been filled and have individual vial.</p> <p>6a. Within 1 hour after medium prepared.</p> <p>6b. Sterilization at 121°C for 12 minutes.</p> <p>6c. Medium must be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" mode of steam removal.</p> <p>7a. Medium ready for use when cool and individual vials are completely filled with fluid. No bubbles must be present.</p> <p>8a. Should be 7.1-7.3.</p> <p>9a. pH value ordinarily drops about 0.2 pH unit.</p> <p>10a. <u>Not</u> in refrigerator. Usually in laboratory cabinet in darkness.</p> <p>10b. May be stored up to 1 week if evaporation not more than 10% in loose-fitting capped tubes. With screw-capped tubes, it should be held no longer than 3 months.</p>	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedure (Continued)</p> <p>8. Final Equipment and Supply Check.</p>	<p>1. Check to be sure that all equipment and supplies, solutions, and prepared media are ready before starting test procedures.</p>	<p>1a. Check general list of equipment and supplies.</p> <p>1b. Each test requires:</p> <ul style="list-style-type: none"> 1-5 tubes LLSTB 0-5 tubes of BGLBB 1 inoculation needle 1 inoculation loop 1 stereoscopic microscope (5-15x magnification) 1 burner 1 35° incubator. <p>Other: Sponge Disinfectant Wax pencil Data sheet</p> <p>Since, as shown, the numbers of items can vary (dependency upon the number of colonies picked from the m-ENDO plate for this procedure a hypothetical situation will be generated which will give the reader a cross section of conditions apt to occur.</p>	
<p>B. First-Day Procedures</p> <p>1. Equipment Maintenance</p>	<p>1. Check, record and adjust incubator temperature.</p> <p>2. Add water to pass in incubator as necessary.</p>	<p>1a. See previous information.</p>	

WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>B. First-Day Procedures (Continued)</p> <p>2. Unite Sample and Paperwork</p>	<p>1. Locate m-ENDO plate and corresponding data sheet of sample to be subjected to verification test.</p>	<p>1a. For purposes of this training exercise, our sample will be numbered "435" (data sheet and plate reflect this identification) and have the following characteristics:</p> <p style="margin-left: 40px;"> <u>Data Sheet</u> As required by agency or reporting facility </p> <p style="margin-left: 40px;"> <u>m-ENDO Plate</u> Count was made within 1 hour of initiating this procedure 7 colonies on filter: 2 frank sheen 5 borderline sheen </p> <p>1b. Colonies to be subjected to verification test are usually predetermined during colony counting of m-ENDO plates since:</p> <p style="margin-left: 40px;"> A. All sheen colonies are tube verified, or, at least five sheen or borderline sheen colonies must be verified from each membrane containing five or more such colonies. B. It is optimally desirable to verify all sheen and borderline sheen colonies. </p>	
<p>3. Prepare Data Sheet for Test</p>	<p>1. Indicate on data sheet the required information.</p>	<p>1a. On "suggested" data sheet indicate:</p> <p style="margin-left: 40px;"> A. Sample number and date B. Culture number C. Type of Colony D. Analyst and start-of-test time. </p> <p>(See data sheet on following page.)</p>	<p>VII.B.3 (p. 29)</p>

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																												
B. First-Day Procedures (Continued).		<div><div>Data Sheet</div><div>Verified Membrane Filter Tests</div><table><tr><th rowspan="2">Sample No. and Date</th><th rowspan="2">Culture No.</th><th rowspan="2">Type MF Colony</th><th colspan="2">LLSTB</th><th colspan="2">BGLBB</th><th rowspan="2">EMB Acid</th><th rowspan="2">Gram Stain</th><th rowspan="2">Remarks & Analyst</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th></tr><tr><td>435 4/16/78</td><td>435-1</td><td>TYP</td><td rowspan="3">←</td><td colspan="3">Indicates "sheen" colony</td><td rowspan="7">} # 435 sample D. Smith start 1200 hr 4/17/78</td></tr><tr><td>"</td><td>435-2</td><td>TYP</td></tr><tr><td>"</td><td>435-3</td><td>ATYP</td></tr><tr><td>"</td><td>435-4</td><td>ATYP</td><td rowspan="4">←</td><td colspan="3">Indicates colonies with "borderline" sheen development</td></tr><tr><td>"</td><td>435-5</td><td>ATYP</td></tr><tr><td>"</td><td>435-6</td><td>ATYP</td></tr><tr><td>"</td><td>435-7</td><td>ATYP</td></tr></table></div> <div>Assigned test numbers this column (7 columns)</div>	Sample No. and Date	Culture No.	Type MF Colony	LLSTB		BGLBB		EMB Acid	Gram Stain	Remarks & Analyst	24 hr	48 hr	24 hr	48 hr	435 4/16/78	435-1	TYP	←	Indicates "sheen" colony			} # 435 sample D. Smith start 1200 hr 4/17/78	"	435-2	TYP	"	435-3	ATYP	"	435-4	ATYP	←	Indicates colonies with "borderline" sheen development			"	435-5	ATYP	"	435-6	ATYP	"	435-7	ATYP	
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4. Prepare Laboratory Test Area	1. Disinfect bench top; wipe dry. 2. Assemble the following: 7 LLSTB tubes 1 Inoculation needle 1 Sample 435 MF plate 1 Burner (light with match or striker) 1 Microscope with fluorescent light, 5-15x magnification	1a. Sponge and disinfectant; paper toweling																																													
5. Inoculation and Incubation of LLSTB Tubes	1. Starting with 435-1, which is a typical colony, focus at 15x the colony to be cultured.	1a. Remove cover from dish before placing it on microscope stage. 1b. Typical colony is characterized by metallic sheen. Any amount of sheen is considered positive.	III.B.5 (p. 25)																																												

WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First-Day Procedures (Continued)	2. Pick the colony with a sterile needle.	<p>1c. Have fluorescent light positioned vertically or near vertical to the plate.</p> <p>1d. Focus microscope to give the sharpest image of the colony to be cultured.</p> <p>2a. Sterilize needle to red hot stage along the entire length of the needle in a burner flame. Allow flame to heat part of the holder for several seconds.</p> <div data-bbox="1083 652 1492 809" data-label="Diagram"> <p style="text-align: center;">Holder Needle</p> <p style="text-align: center;">Heated Zone</p> </div> <p>2b. Allow needle assembly to cool for about 5 seconds.</p> <p>2c. With microscopic viewing, pick colony by allowing needle to penetrate growth mass. Withdraw needle from colony and pass away from scope. Do not touch needle at any time to anything but the colonial culture.</p> <p>2d. Pick, if possible, only pure cultures for testing. A pure culture is one which shows a "separation" from the nearest neighboring colony of at least 0.5 cm:</p> <div data-bbox="1083 1189 1533 1462" data-label="Diagram"> <p style="text-align: center;">Needle</p> <p style="text-align: center;">Colony #1 Colony #2</p> <p style="text-align: center;">0.5 cm. Separation</p> </div>	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>B: First-Day Procedures (Continued)</p>	<p>3: Transfer culture to LLSTB.</p>	<p>2e. If necessary to pick "touching" colonies, culture from the extreme end of the desired colony providing the greatest distance from the other colony:</p> <div data-bbox="997 487 1655 723"> <p>Side View</p> <p>Top View</p> <p>Membrane Filter</p> </div> <p>2f. If necessary to pick a sheen colony within a mass of background growth, simply touch the needle to the colony without regard to maintaining purity.</p> <p>3a. Do not allow needle to touch anything as this could cause contamination to be transferred.</p> <p>3b. Insert needle into LLSTB tube and "macerate" culture at glass-broth junction:</p> <div data-bbox="997 1053 1584 1412"> <p>Needle</p> <p>Rotate and Press to Wall</p> <p>Mixing Zone</p> <p>Broth Medium</p> <p>LLSTB</p> <p>Wall of Tube</p> </div> <p>3c. Sterilize needle and return to storage location.</p>	

WATER MONITORING PROCEDURE: Verified Membrane-Filter Test for Drinking Water

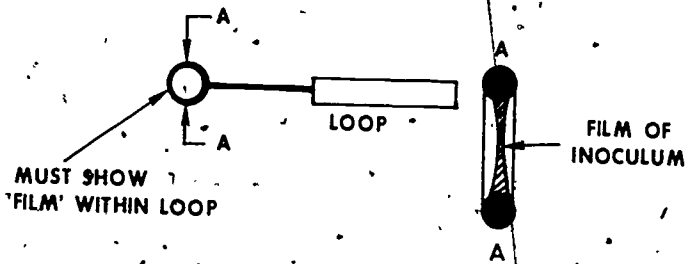
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First-Day Procedures (Continued)	4. Identify LLSTB tube. 5. Repeat procedures for other colonies to be cultured. 6. Incubate all tubes at $35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$. 7. Disinfect lab test area; wipe dry.	4a. Wax marking pencil: "435-1" 5a. For 435-2; 435-3; 435-4; 435-5; 435-6; and 435-7. 6a. For 24 hours \pm 2 hours before inspection. 7a. Sponge and disinfectant; paper toweling.	
C. Second-Day Procedures			
1. Pre-Test Preparations	1. Accomplish equipment maintenance. 2. Complete bench disinfection. 3. Assemble data sheet and test components.	1a. As previously described. 2a. As previously described. 3a. Data sheet for this procedure. 3b. Components include: (#435 cultures) 7 LLSTB tubes from 35°C incubator.	
2. Read and Record LLSTB Results	1. Inspect the seven LLSTB tubes for gas formation and record results.	1a. Gently shake rack of tubes to allow possible supersaturation of gases to exit from solution. 1b. After several minutes, inspect for gas: any amount of gas in inner vial is considered positive.	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																										
C. Second-Day-Procedures (Continued)		<p>1c. Assume the following results:</p> <p style="text-align: center;">Data Sheet</p> <p style="text-align: center;">Verified Membrane</p> <table><tr><th rowspan="2">No. Plate</th><th rowspan="2">Culture No.</th><th rowspan="2">Type MF Colony</th><th colspan="2">LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th></tr><tr><td></td><td>435-1</td><td>TYP</td><td>+</td><td></td></tr><tr><td></td><td>435-2</td><td>TYP</td><td>+</td><td></td></tr><tr><td></td><td>435-3</td><td>ATYP</td><td>+</td><td></td></tr><tr><td></td><td>435-4</td><td>ATYP</td><td>+</td><td></td></tr><tr><td></td><td>435-5</td><td>ATYP</td><td>-</td><td></td></tr><tr><td></td><td>435-6</td><td>ATYP</td><td>+</td><td></td></tr><tr><td></td><td>435-7</td><td>ATYP</td><td>-</td><td></td></tr></table> <p>Enter results in this column</p>	No. Plate	Culture No.	Type MF Colony	LLSTB		24 hr	48 hr		435-1	TYP	+			435-2	TYP	+			435-3	ATYP	+			435-4	ATYP	+			435-5	ATYP	-			435-6	ATYP	+			435-7	ATYP	-		
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3. Prepare for and Complete BGLBB Transfers	<p>1. Assemble LLSTB tubes for transfers.</p> <p>2. Assemble materials required for transfers.</p> <p>3. Transfer one loopful of culture from each LLSTB tube to a BGLBB tube.</p>	<p>1a. Five tubes will be required for transfers (all of the + tubes); two tubes will be re-incubated as they are negatives (435-5 and 435-7).</p> <p>2a. Required:</p> <ul style="list-style-type: none">1 Bacteriological loop1 Burner5 BGLBB sterile tubesMatches or strikerWax pencil <p>3a. Only a sterile loop must be used to obtain culture from LLSTB tube. Flamed (to redness) and air-cooled loop must have film of inoculation for proper transfer:</p> <p>(See drawing on next page.)</p>	<p>See Flow Sheet of Test Procedures</p> <p>V.C.3.2 (p. 28)</p>																																										

WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Second-Day Procedure (Continued)	<p>4. Label each BGLBB tube, then incubate five cultures.</p> <p>5. Disinfect lab test area; wipe dry.</p>	<p>TRANSFER VOLUME</p>  <p>3b. Transfer all positive LLSTB cultures to BGLBB tubes. Treat each tube aseptically (sterile technique) to avoid cross-contamination.</p> <p>4a. Wax pencil used for marking.</p> <p>4b. Label each BGLBB tube to correspond to the LLSTB tube from which culture was obtained.</p> <p>4c. Incubation at $35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$ for 24 hours (first inspection).</p> <p>5a. Sponge and disinfectant; paper toweling.</p>	
D. Third-Day Procedures 1. Pre-Test Preparations	<p>1. Accomplish equipment maintenance.</p> <p>2. Complete bench disinfection.</p> <p>3. Assemble data sheet and test components.</p>	<p>1a. As previously described.</p> <p>2a. As previously described.</p> <p>3a. Data sheet for this procedure (#435 cultures).</p> <p>3b. Components included:</p> <p>2 LLSTB cultures (48 ± 3 hours incubation)</p> <p>5 BGLBB cultures (24 ± 2 hours incubation)</p>	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																				
<p>D. Third-Day Procedures (Continued)</p> <p>2. Read and Record, LLSTB Results</p>	<p>1. Inspect the 2 LLSTB cultures for gas production and record results.</p>	<p>1a. Gently shake rack of tubes to allow possible super-saturation of gases to exit from solution.</p> <p>1b. After several minutes, inspect for gas; any amount of gas in inner vial is considered positive.</p> <p>1c. Assume the following:</p> <p style="text-align: center;">Data : Verified Membra</p> <table border="1"> <thead> <tr> <th>ture o.</th><th>Type-MF Colony</th><th colspan="2">LLSTB</th></tr> <tr> <th></th><th></th><th>24 hr</th><th>48 hr</th></tr> </thead> <tbody> <tr> <td></td><td>TYP</td><td>+</td><td>-</td></tr> <tr> <td></td><td>TYP</td><td>+</td><td>-</td></tr> <tr> <td></td><td>ATYP</td><td>+</td><td>-</td></tr> <tr> <td></td><td>ATYP</td><td>+</td><td>-</td></tr> <tr> <td></td><td>ATYP</td><td>-</td><td>+</td></tr> <tr> <td></td><td>ATYP</td><td>+</td><td>-</td></tr> <tr> <td></td><td>ATYP</td><td>-</td><td>-</td></tr> </tbody> </table> <p>Culture 435-5 + in LLSTB... must be transferred to BGLBB</p> <p>Culture 435-7 - in LLSTB... coliform negative; discard tube</p>	ture o.	Type-MF Colony	LLSTB				24 hr	48 hr		TYP	+	-		TYP	+	-		ATYP	+	-		ATYP	+	-		ATYP	-	+		ATYP	+	-		ATYP	-	-	
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<p>3. Perform Transfer to Confirming Medium</p>	<p>1. Transfer culture 435-5 (LLSTB tube) to BGLBB.</p>	<p>1a. Loop transfer method as described previously.</p> <p>1b. Label inoculated BGLBB tube with wax pencil as 435-5.</p> <p>1c. Incubate this tube at $35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$.</p>																																					
<p>4. Read and Record BGLBB Results</p>	<p>1. Inspect the 5 BGLBB tubes for gas formation, process tubes, and record results.</p>	<p>1a. All tubes have been incubated for 24 ± 2 hours.</p> <p>1b. Gently shake rack of tubes to allow possible super-saturation of gases to exit from solution.</p> <p>1c. After several minutes, inspect tubes for gas; any amount of gas in inner vial is considered positive.</p>																																					

WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																				
D. Third-Day Procedures (Continued)		<p>1d. Assume, for our continuing example, the following results:</p> <p>Verified Membrane</p> <table><tr><th rowspan="2">Culture No.</th><th rowspan="2">Type MF Colony</th><th colspan="2">LLSTB</th><th colspan="2">BGLBB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48</th></tr><tr><td>435-1</td><td>TYP</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>435-2</td><td>TYP</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>435-3</td><td>ATYP</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>435-4</td><td>ATYP</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>435-5</td><td>ATYP</td><td>-</td><td>+</td><td></td><td></td></tr><tr><td>435-6</td><td>ATYP</td><td>+</td><td></td><td>-</td><td></td></tr><tr><td>435-7</td><td>ATYP</td><td>-</td><td>-</td><td></td><td></td></tr></table> <p>+ BGLBB; verified for coliforms--discard tubes, unless further required</p> <p>- BGLBB; must be re-incubated</p> <p>1e. Incubate culture 435-6 at 35°C ± 0.5°C.</p> <p>(Note to summarize:</p> <p>We have processed 7 cultures and at the present state we have the following status:</p> <p><u>Verified as Coliforms</u> 435-1; 435-2; 435-3; 435-4</p> <p><u>Verification Negative (Not Coliforms)</u> 435-7</p> <p><u>Testing Incomplete (Pending)</u> 435-5 (BGLBB tube in process) 435-6 (BGLBB still incubating)</p> <p>2a. As described previously.</p>	Culture No.	Type MF Colony	LLSTB		BGLBB		24 hr	48 hr	24 hr	48	435-1	TYP	+		+		435-2	TYP	+		+		435-3	ATYP	+		+		435-4	ATYP	+		+		435-5	ATYP	-	+			435-6	ATYP	+		-		435-7	ATYP	-	-			<p>See Flow Sheet</p> <p>III.D.4.1 (p. 25)</p>
Culture No.	Type MF Colony	LLSTB			BGLBB																																																		
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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																				
E. Fourth-Day Procedures 1. Continue Testing Procedure	1. Continue test procedures as previously outlined for 435-5 and 435-6.	1a. Assume the following results: Verified Membrane Filter Test <table><tr><th rowspan="2">Culture No.</th><th rowspan="2">Type MF Colony</th><th colspan="2">LLSTB</th><th colspan="2">BGLBB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th></tr><tr><td>435-1</td><td>TYP</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>435-2</td><td>TYP</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>435-3</td><td>ATYP</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>435-4</td><td>ATYP</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>435-5</td><td>ATYP</td><td>-</td><td>+</td><td>+</td><td></td></tr><tr><td>435-6</td><td>ATYP</td><td>+</td><td></td><td>-</td><td>-</td></tr><tr><td>435-7</td><td>ATYP</td><td>-</td><td>-</td><td></td><td></td></tr></table> <div>*BGLBB +; coliform verified</div> <div>BGLBB -; coliform absent</div> <div>*Note that this particular result could have gone to a fifth day of inspection had it been negative today.</div>	Culture No.	Type MF Colony	LLSTB		BGLBB		24 hr	48 hr	24 hr	48 hr	435-1	TYP	+		+		435-2	TYP	+		+		435-3	ATYP	+		+		435-4	ATYP	+		+		435-5	ATYP	-	+	+		435-6	ATYP	+		-	-	435-7	ATYP	-	-			
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435-7	ATYP	-	-																																																				
2. Analyze Verification Test Results	1. Calculate the percent verified for the sample. 2. Record this percent verified on the data sheet.	1a. From the data sheet: <div>5 of 7 were + for coliforms; therefore: $\frac{5}{7} \times 100 = 71.4\%$</div> 2a. <table><tr><th>Remarks & Analyst</th></tr><tr><td>Sample # 435</td></tr><tr><td>5 of 7 were +</td></tr><tr><td>71.4% verified</td></tr></table>	Remarks & Analyst	Sample # 435	5 of 7 were +	71.4% verified																																																	
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WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES												
E. Fourth-Day Procedures (Continued) 3. Perform Data Adjustments Necessary	1. Adjust total coliform counts of original sample.	1a. Examples: Suppose sample 435 had 12 colonies which could have been reportable (combination of frank sheen and borderline sheen colonies). 71.4% of 12 = 8.56 or 9 coliforms reported value The same rationale is followed for other hypothetical values such as given below: <table><tr><th>Sample MF Colonies</th><th>Calculated Value</th><th>Reported Value</th></tr><tr><td>11</td><td>7.85</td><td>8</td></tr><tr><td>9</td><td>6.42</td><td>*7</td></tr><tr><td>7</td><td>4.99</td><td>5</td></tr></table> *As a factor of safety, report the "higher" value of fractional portions. <u>Note:</u> This procedure is not spelled out in any document, it is author's opinion.*	Sample MF Colonies	Calculated Value	Reported Value	11	7.85	8	9	6.42	*7	7	4.99	5	
Sample MF Colonies	Calculated Value	Reported Value													
11	7.85	8													
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WATER MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

TRAINING GUIDE

SECTION

TOPIC

I	Introduction
II	Educational Concepts - Mathematics
III*	Educational Concepts - Science
IV	Educational Concepts - Communications
V*	Field and Laboratory Equipment
VI	Field and Laboratory Reagents
VII	Field and Laboratory Analysis
VIII	Safety
IX	Records and Reports

Training Guide materials are presented here under the headings marked. These standardized headings are used through this series of procedures.

WATER MONITORING PROCEDURES: Verified Membrane Filter Test for Drinking Water

EDUCATIONAL CONCEPTS - SCIENCE

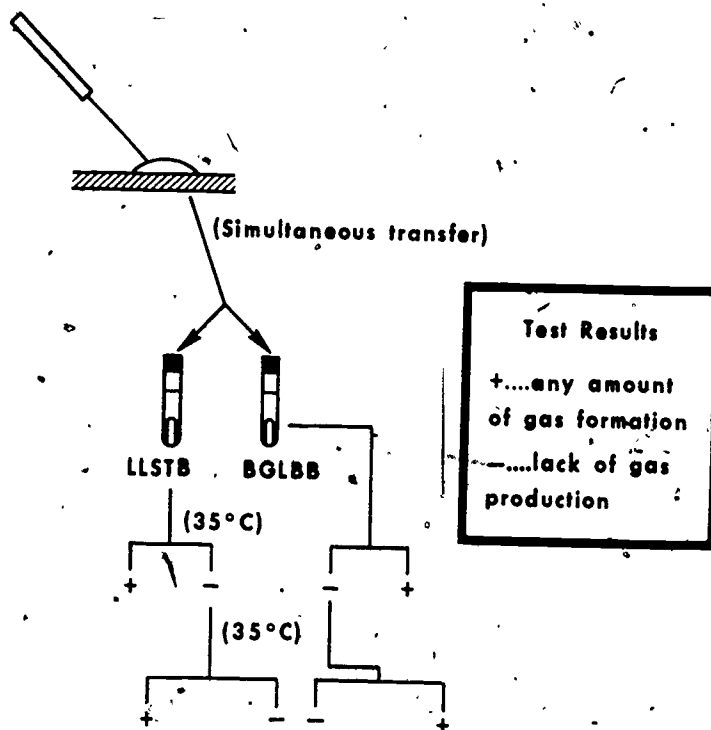
Section III

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

B.5

It is an acceptable procedure to also inoculate a BGLBB tube along with the LLSTB tube from the culture derived from the colony to be verified. This procedure can save from 1 to 4 days in the test procedure:



Conclusions

Coliforms Present

Coliforms Absent

Remarks

LLSTB +
and
BGLBB +

LLSTB +
and
BGLBB -
or
LLSTB -
and
BGLBB -

Impossible to have LLSTB - and BGLBB +. If this occurs, inoculate the LLSTB with the culture from the BGLBB and observe for + within 48 hrs:

D.4.1

If requirements call for the continuation of testing to the gram staining procedure, it will be necessary to further process the BGLBB tube and not discard it at the positive stage.

Std. Meth. 14:918-19

EFFLUENT MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

FIELD AND LABORATORY EQUIPMENT		Section V
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.1	Incubator must be of sufficient size for daily workload without causing crowding of tubes to be incubated. Considerations for choice of incubator type must relate to reliability of operation and not to cost or attractiveness of equipment.	
A.1.1	<p>Incubator should be kept out of drafts or direct sunlight in order to prevent temperature inside the incubator from changing outside the temperature range specified ($35^{\circ} \pm 0.5^{\circ}\text{C}$).</p> <p>Power supply should be selected so that there won't be too many pieces of equipment on the same circuit. Otherwise, circuits will be blown repeatedly.</p>	Std. Meth. 14:880
A.1.2	Mercury bulb thermometer usually used in most incubators. Recording thermometer is acceptable, but, it should be calibrated against a mercury bulb thermometer which has been certified by National Bureau of Standards. The NBS certified thermometer always should be used with its certificate and correction chart.	
A.1.3	Saturated relative humidity is required in order to make the incubation more efficient (heat is transferred to cultures faster than in a dry incubator). Furthermore, culture medium may evaporate too fast in a dry incubator.	
A.1.5	Allow enough time after each readjustment to permit the incubator to stabilize before making a new adjustment. At least one hour is suggested.	
A.1.6	<p>Incubator temperature can be held to much closer adjustment if operated continuously. Temperature records should be kept in some form of permanent record. A temperature record book is suggested with daily recording of values. If a recording thermometer is used, the charts may be kept as permanent record; if so, be sure that the charts are properly labeled to identify the incubator and the period covered.</p> <p>Uniform temperature ($35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$) is to be maintained on shelves in use.</p>	
A.2.1	Autoclaves differ greatly in design and in method of operation. Some are almost like home-style pressure cookers; others are almost fully automatic. This is a subject which requires separate instruction; and should be related to the exact make and model of equipment you will use in your own laboratory.	Std. Meth. 14:881

WATER MONITORING PROCEDURES: Verified Membrane Filter Test for Drinking Water

FIELD AND LABORATORY EQUIPMENT

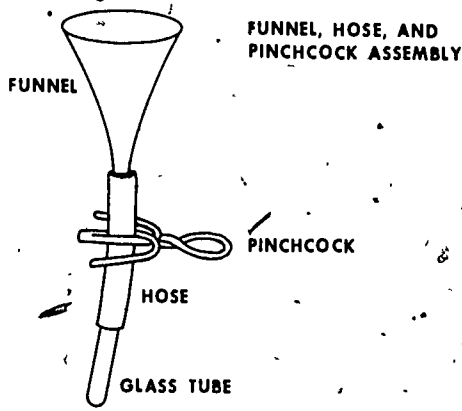
Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES																											
A.2.1 (Cont'd.)	<p>Vertical autoclaves and household pressure cookers may be used in emergency service if equipped with pressure gages and thermometers with bulbs positioned 1 inch above the water level. However, they are not to be considered the equivalent of the general purpose steam sterilizer recommended for permanent laboratory facilities. Their small size is inadequate for large-volume workloads, and they can be difficult to regulate.</p> <p>The following requirements must be met regarding autoclaves of sterilizing units:</p> <ol style="list-style-type: none"> Reaches sterilization temperature (121°C), maintains 121°C during sterilization cycle, and requires no more than 45 minutes for complete cycle. Pressure and temperature gages on exhaust side and an operating safety valve. No air bubbles produced in fermentation vials during depressurization. Record maintained on time and temperature for each sterilization cycle. 																												
A.3.1-2	<p>Distilled water in bacteriological laboratory must not contain substances which will prevent any bacteria from growing in culture medium in which the distilled water is used or will be highly nutritive. There are procedures for testing quality of distilled water; but these should be undertaken only by professional bacteriologists or in laboratories where this is done regularly. Use only glass stills or block tin lined stills.</p> <p>Requirements for distilled water include the following:</p> <table> <thead> <tr> <th>Test</th><th>Analysis Requirement</th><th>Conducted</th></tr> </thead> <tbody> <tr> <td>pH</td><td>4.5-8.5</td><td>Monthly</td></tr> <tr> <td>Conductivity</td><td>0.1 megohm-cm resistivity or <5.0 micromhos/cm at 25°C</td><td>Monthly</td></tr> <tr> <td>Trace metals:</td><td></td><td></td></tr> <tr> <td> A single metal</td><td>Not greater than 0.5 mg/l</td><td></td></tr> <tr> <td> Total metals</td><td>Equal or less than 1.0 mg/l</td><td>Annually</td></tr> <tr> <td>Test for bactericidal properties of distilled water (Std. Meth. 14:880)</td><td>0.8-3.0</td><td>Annually</td></tr> <tr> <td>Free chlorine residual</td><td>0.0</td><td>Monthly</td></tr> <tr> <td>Standard plate count</td><td>Less than 10,000/ml</td><td>Monthly</td></tr> </tbody> </table>	Test	Analysis Requirement	Conducted	pH	4.5-8.5	Monthly	Conductivity	0.1 megohm-cm resistivity or <5.0 micromhos/cm at 25°C	Monthly	Trace metals:			A single metal	Not greater than 0.5 mg/l		Total metals	Equal or less than 1.0 mg/l	Annually	Test for bactericidal properties of distilled water (Std. Meth. 14:880)	0.8-3.0	Annually	Free chlorine residual	0.0	Monthly	Standard plate count	Less than 10,000/ml	Monthly	<p>Std. Meth. 14:645-49 14:888-89</p>
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WATER MONITORING PROCEDURES: Verified Membrane Filter Test for Drinking Water

FIELD AND LABORATORY EQUIPMENT

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.4.1	pH Meter: See cited reference.	Std. Meth. 14:882
A.5.1-4	Glassware: See cited reference on pipets and graduated cylinders, media utensils, bottles.	Std. Meth. 14:882-85
A.5.4.4b	Glassware can be checked for bacteriostatic or inhibitory residues by a bacteriological test procedure which, like the distilled water suitability test, should be undertaken only by professional bacteriologists or in laboratories where this test is done on a regular basis.	
A.6.3b,	 <p>FUNNEL, HOSE, AND PINCHCOCK ASSEMBLY</p> <p>FUNNEL</p> <p>PINCHCOCK</p> <p>HOSE</p> <p>GLASS TUBE</p> <p>NOTE: UNIT NEED NOT BE STERILE FOR MEDIUM DELIVERY ONLY.</p>	
C.3.2	<p>Alternately, it is authorized to use in "inoculation stick" for transfers and even for colony picking. A precisely sized and sterilized stick is intended for a one-time use and, if used, eliminates the need for a burner during the transfer or colony picking procedure. Of course, individual ones will be required for each tube as colony to be processed to maintain purity of culturing. Discard into a germicidal solution prior to discarding.</p> <p>Also available are re-sterilizable loops used once, re-sterilized, and available for future transfers.</p>	Std. Meth. 14:917 14:883-84

EFFLUENT MONITORING PROCEDURE: Verified Membrane Filter Test for Drinking Water

FIELD AND LABORATORY ANALYSIS

Section V

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

B.3

There is no such thing as a "standard" data sheet for bacteriological tests. A suggested one is shown below and will be used for this training exercise:

[illegible]

Note: Some data sheets are made to include the verified test with the standard coliform MF test results on the same sheet. Whatever approach is made, however, it is important to have a place to indicate the reportable MF coliform count based on the results of the verified test which could cause a count adjustment.

This outline was prepared by: Rocco Russomanno,
Microbiologist, National Training and Operational
Technology Center, MOTD, OWPO, USEPA, Cincinnati,
Ohio 45268

A PROTOTYPE FOR DEVELOPMENT OF
ROUTINE OPERATIONAL PROCEDURES

for the
STANDARD PLATE COUNT

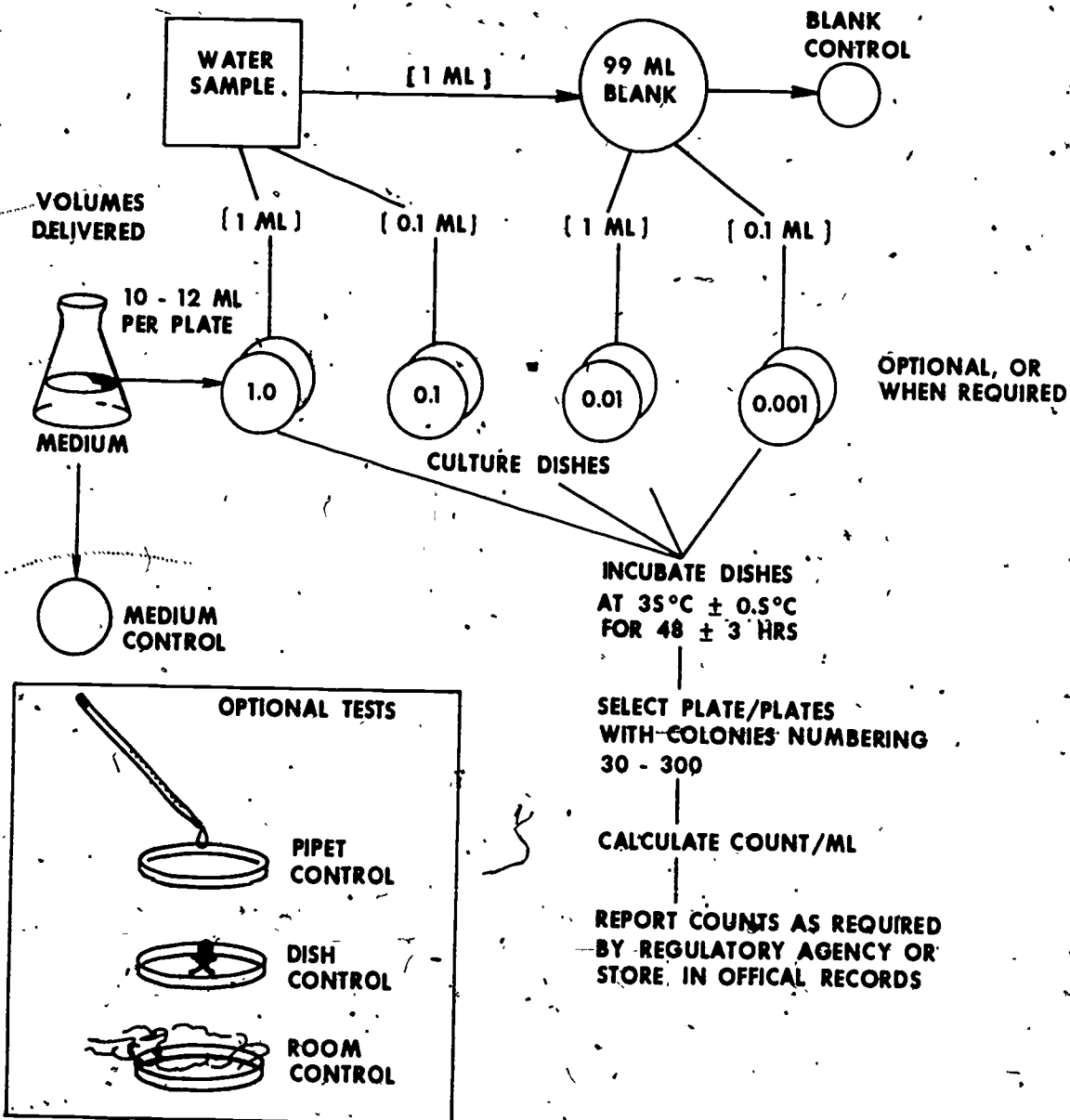
as applied in
WATER TREATMENT FACILITIES
WASTEWATER TREATMENT FACILITIES
and in the
MONITORING OF EFFLUENT WASTEWATERS

National Training and Operational Technology Center
Municipal Operations and Training Division
Office of Water Program Operations
U. S. Environmental Protection Agency

BA.MET.1ab.WMP.3.5.78

STANDARD PLATE COUNT

FLOW SHEET



WATER MONITORING PROCEDURE: Standard Plate Count

1. Applicability of Test:

- a. In water treatment plant, reservoir, and distribution line quality control, the objective of the test is to:
 - 1) provide a method of monitoring for changes in the bacteriological quality of finished water in storage reservoirs and distribution systems,
 - 2) indirectly limit the occurrence and magnitude of Pseudomonas, Flavobacterium and other secondary pathogenic invaders that could pose a health risk in the hospital environment,
 - 3) reduce problems in the detection of low densities of total coliforms due to interference by non-coliform bacteria,
 - 4) monitor the effectiveness of chlorine throughout the distribution network and provide a warning of filter effluent quality deterioration and the occurrence of coliform breakthrough, and
 - 5) indicate the existence of sediment accumulation in the distribution network that provides a protective habitat for the general bacterial population.

Reference (1 - 5 above): Is the Total Count Necessary, Geldreich, E., AWWA Technology Conference Proceedings, Cincinnati, Ohio, December 3-4, 1973.

- b. Although not currently a test requirement, strong recommendations have been made for its future inclusion or use:

Academy of Science
National Interim Primary Drinking Water Regulations
Office of Water Supply, U. S. Environmental Protection Agency
(Dec. 1975):

- c. Knowledge of test procedure is required for conducting the "Suitability of Distilled Water Test" which is a required bacteriological test procedure.
- d. Establishment of "base line" general bacteriological data in conjunction with the coliform analysis regarding proposed regulations concerning modification of existing disinfection practices.

2. Brief Description of Analysis: ---

A selected aliquot of water sample or its dilution is measured into a petri dish and a liquified, temperature controlled agar medium is added. An even distribution of organisms is accomplished by plate rotation and then the plate is allowed to harden prior to plate inversion and incubation at $35^{\circ} \pm 0.5^{\circ} \text{C}$ for 48 ± 3 hours. Plate(s) having proper range(s) of colonies are counted and calculation(s) made to determine the count/ml.

WATER MONITORING PROCEDURE: Standard Plate Count

3. Applicability of this Procedure:

a. The range of total count concentrations:

If the sample volumes used are

1 ml, 0.1 ml and 0.01 ml

These ranges of total count organisms covered are

30 to 30,000/ml

b. Pretreatment of samples in accordance with Standard Methods, 14th Ed. (p 904).

This procedure conforms to the Standard Plate Count as described in Standard Methods for the Examination of Water and Wastewater, 14th Ed. (1975), p. 908.

WATER MONITORING PROCEDURE: Standard Plate Count

Equipment and Supply Requirements

A. Capital Equipment:

1. Autoclave*, providing uniform temperatures up to and including 121° C, equipped with an accurate thermometer, pressure gauges, saturated steam power lines and capable of reaching required temperature within 30 minutes.
2. Balance, 0.1 g sensitivity at load of 150 g.
3. Incubator*, air, to operate at 35° C \pm 0.5° C.
4. Oven*, hot-air sterilizing, to give uniform temperatures and with suitable thermometer to register accurately in range of 160-180° C.
5. pH Meter, accurate to at least 0.1 pH unit, with standard pH reference solution(s).
6. Water Distillation Apparatus*, glass or block tin, or source of distilled water suitable for bacteriological operations.
7. Incubator*, water, to operate at 45° \pm 1° C.
8. Refrigerator*, to operate at 4° C.
9. Thermometer, mercury bulb, certified NBS or calibrated against a certified NBS thermometer 0.5° intervals and have 160-180° C as part of range.

B. Reusable Supplies:

1. Apron or coat suitable for laboratory.
2. Baskets, wire for discarded cultures.
3. Bottles, dilution*, 6 oz. screw caps, with 99 ml volume level etched on one side.
4. Bottles, sample*, preferred characteristics being 250 ml (6-8 oz.), wide mouth, glass stopper.
5. Bottle, squeeze type, with disinfecting solution.
6. Burner, gas; Bunsen burner type.
7. Cans, pipet, aluminum or steel; not copper. (If plastic, or other type of prepackaged disposable pipets are used, this item is unnecessary.)
8. Counter, colony, Quebec type, Darkfield model with guide plate, hand tally.
9. Cylinder, graduated, 100 ml.
10. Cylinder, graduated, 500 ml.
11. Dish*, petri, sterile, 100 mm diameter, \geq 15 mm in height, with glass or porous tops preferred (presterilized, sterile one-time-use plastic tubes may be used).
12. Flask*, Erlenmeyer, 250 ml capacity.
13. Flask, Volumetric, 1 liter.
14. Pan, to receive discarded contaminated pipets and glassware (must contain disinfectant before use).
15. Pipets*, 1 ml, having 0.1 ml increments, sterile, cotton plugged, glass or disposable plastic, TD type (NOT a "blowout" type).
16. Pipets, 5 ml, having 1 ml increments (have several on hand).
17. Sponge, for cleaning desk top.
18. Thermometer, mercury bulb, certified NBS or calibrated against a certified NBS thermometer 0.5° intervals and have 30-40° C as part of range.

WATER MONITORING PROCEDURE: Standard Plate Count

Equipment and Supply Requirements (Continued)

G. Supplies Used Up in the Analysis (must be replaced when stocks get low):

1. Cotton, nonabsorbent.
2. Disinfectant, for bench tops. (Use household bleach solution prepared according to instructions on bottle.)
3. Distilled water, suitable for bacteriological cultures (note distillation apparatus required in capital equipment).
4. EDTA (ethylene dinitrilotetraacetic acid).
5. Foil, aluminum.
6. Paper, Kraft.
7. Magnesium Sulfate ($\text{MgSO}_4 \cdot 7\text{H}_2\text{O}$) (recommend purchase of 1/4 lb. units).
8. Pencil, wax; (recommend soft wax equivalent to Blaisdell 169T).
9. Potassium Dihydrogen Phosphate (KH_2PO_4) (recommend purchase of 1/4 lb. units).
10. Sheet, Data, SPC.
11. Sodium Hydroxide (NaOH).
12. Sodium Thiosulfate ($\text{Na}_2\text{S}_2\text{O}_3 \cdot 5\text{H}_2\text{O}$).
13. Tryptose Glucose Yeast Agar, dehydrated medium (recommend purchase of 1/4 lb. unit).

*Items marked are needed in quantities or require size or space allowances which cannot be specified here, as they vary according to the daily analysis schedule. As a rule-of-thumb, space/size or quantity requirements should be at least 3 times the normal daily requirements. For further information on specifications for equipment or supplies, see the Microbiology Section of the current edition of Standard Methods for the Examination of Water and Wastewater.

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures			
1. 35° C incubator set-up, adjustment	1. Place 35° C incubator in permanent location.	Aa. All pretest procedures completed before starting other first-day procedures. 1a. Out of drafts or places where it will be in direct sunlight part of day. 1b. Location convenient to laboratory bench. 1c. Convenient source of electric power.	V.A.1 (p. 7-45) V.A.1.1 (p. 7-45)
	2. Install thermometer.	2a. Thermometer functions at least in 30° - 40° C range and has intervals of 0.5° or less indicated. Meets NBS standards. 2b. Location should be central in incubator. 2c. Mercury bulb thermometer should be fitted with cork or rubber stopper and mounted in small bottle filled with liquid (glycerine, water, or mineral oil).	V.A.1.2 (p. 7-45)
	3. Install shallow pan of water in bottom of incubator.	3a. In most laboratory incubators a pan having about 1 square foot of area, with water about 1 inch deep, is satisfactory. 3b. Maintains condition of saturated relative humidity, required in bacteriological incubator. 3c. Requires daily check, with addition of water as necessary, to keep water in pan at all times.	V.A.1.3 (p. 7-45)
	4. Connect incubator to electric power source.	4a. Many incubators have pilot light to indicate power turned ON.	
	5. Adjust temperature until stabilized at required temperature.	5a. Manufacturer's instructions for method of temperature adjustment. 5b. Operation must be at 35 ± 0.5° C. 5c. Allow about 1 hour between adjustments.	V.A.1.5 (p. 7-45)
	6. Operate bacteriological incubator continuously.	6a. Requires daily check with written temperature record, with adjustment and water addition as necessary.	V.A.1.6 (p. 7-45)

WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedures (Continued)</p> <p>2. Water bath incubator setup, adjustment</p>	1. Place water bath incubator in permanent location.	<p>1a. On bench or table surface.</p> <p>1b. Out of drafts or place in which it will be in direct sunlight part of day.</p> <p>1c. Location convenient to laboratory bench.</p> <p>1d. Convenient source of electric power.</p>	
	2. Put water in water bath.	<p>2a. Distilled or deionized water preferred, tap water accepted.</p> <p>2b. Water <u>must</u> be deep enough that when a flask of medium is placed in the water bath the water is as high as the medium inside the flask. Yet it must not be so deep as to let the flask float or reach the cap or closure.</p>	
	3. Install thermometer.	<p>3a. Functions at least in 40° - 50° C range. Meets NBS standards. Have at least 0.5° C increment markings.</p> <p>3b. Most water baths provide for corner location of thermometer (for protection from breakage).</p>	
	4. Connect water bath incubator to electric power source and turn ON.	<p>4a. Pilot light should come on.</p>	
	5. Adjust temperature until stabilized at required temperature.	<p>5a. Manufacturer's instructions for location and method of temperature adjustment.</p> <p>5b. Operation must be at 45° ± 1.0° C.</p> <p>5c. Allow about 1 hour between adjustments.</p>	
	6. Operate water bath incubator continuously.	<p>6a. Requires daily check with written temperature record, with adjustment as necessary.</p> <p>6b. Requires daily check of water level and addition of more as needed.</p> <p>6c. With tap water in water bath, may require periodic scum removal from inner walls.</p>	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedures (Continued)</p> <p>3. Oven, sterilizer setup</p> <p>4. Autoclave setup</p>	<p>1. Place oven sterilizer in permanent location.</p> <p>2. Install thermometer.</p> <p>3. Connect oven sterilizer to power source and turn on.</p> <p>4. Adjust temperature to stabilize at required temperature.</p> <p>5. Operate oven sterilizer only when needed. Turn off when not in use.</p>	<p>1a. Convenient to source of electric power; usually on table or bench.</p> <p>2a. Should indicate the 160° - 180° C range, be accurate within this interval, and be marked in 1.0 degree intervals. Thermometer bulb is within a cylinder filled with a fine sand and positioned on the center shelf of chamber.</p> <p>3a. Usually has pilot light to indicate power on.</p> <p>4a. Operated as near to 170° C as possible; not lower than 160 nor higher than 180° C. Check to verify that the 170° C temperature is reached and is maintained within $\pm 10^\circ$ for a 2 hour period.</p> <p>5a. Turned ON in advance of need to permit reaching required temperature before introducing material to be sterilized.</p> <p>5b. Oven sterilizer used to sterilize dry glassware, metal objects.</p> <p>5c. Oven sterilizer NOT used with culture media, solution, plastics, rubber objects, or with anything containing or including these.</p> <p>5d. Paper-wrapped glass pipets may be sterilized in oven sterilizer.</p>	<p>V.A.3.1-5 (p. 7-46)</p>
	<p>1. Install and operate autoclave according to manufacturer's instructions.</p>	<p>1a. Autoclaves extremely variable in design and operation; also, potentially dangerous.</p> <p>1b. Used to sterilize objects made of, or including liquids, rubber, culture media.</p>	<p>V.A.4.1 (p. 7-46)</p>

WATER MONITORING PROCEDURE: Standard Plate Count.

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)		<p>Tc. Glassware <u>may</u> be autoclave sterilized but must be dried afterward.</p> <p>ld. Most plastics <u>NOT</u> sterilized in autoclave; plastics usually require chemical sterilizers.</p> <p>le. Autoclave usually operated at 121° C for 15 min.</p> <p>lf. Sterilized media must be removed from autoclave as soon as possible after autoclave is reopened.</p>	
5. Water distillation equipment setup	<p>1. Install and operate in accordance with manufacturer's instructions.</p> <p>2. Operate continuously or intermittently as required to maintain adequate supplies of distilled water.</p>	<p>1a. Must produce distilled water meeting quality requirements for bacteriological tests.</p> <p>2a. Reserve supplies kept in borosilicate glass carboys or in plastic carboys made of material which will not dissolve substances which will affect growth of bacteria.</p> <p>2b. Same distillation apparatus used for bacteriological purposes may be used for chemical reagents.</p>	V.A.5.1-2 (p. 7-47)
6. pH meter operation	1. Have unit available and operational.	<p>1a. Unit for pH check on finished culture media.</p> <p>1b. Used in preparation of stock solution of potassium dihydrogen phosphate.</p>	V.A.6.1 (p. 7-47)
7. Glassware preparation	<p>1. Wash all glassware in hot detergent solution.</p> <p>2. Rinse at least once in hot tap water.</p> <p>3. Rinse in distilled water, at least 6 successive times.</p>	<p>1a. Nontoxic detergent.</p> <p>1b. Be sure <u>all</u> contents and markings are washed away.</p>	V.A.7.1-4a (p. 7-47)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	4. Dry in air.	4a. No visible spots or scum; glass should be clean, and sparkling. 4b. Glassware suitable for use in bacteriological operations.	V.A. 7.1.4b (p. 7-47)
8. Chemical solutions preparation for sample bottles	<u>Sodium Thiosulfate</u> 1. Weigh 10.0 grams of sodium thiosulfate ($\text{Na}_2\text{S}_2\text{O}_3 \cdot 5\text{H}_2\text{O}$). 2. Dissolve completely in 50-60 ml distilled water. 3. Add distilled water to bring final volume to 100 ml. 4. Transfer to labeled bottle.	1a. Used for dechlorination of samples. Not required (but not detrimental to) for unchlorinated samples. 1b. Use of trip balance accepted. 2a. 100 ml graduated cylinder satisfactory.	
	<u>EDTA</u> 5. Weigh 15.0 grams of EDTA. 6. Dissolve completely in 50-60 ml distilled water. 7. Add distilled water to bring the final volume to 100 ml. 8. Transfer to labeled clean bottle.	4a. Labeled as 10% sodium thiosulfate; dated; preparer's name; and stored in refrigerator. 5a. Used for water samples high in copper, zinc, or heavy metals. Normally not necessary for most treated water supplies. 5b. Use of trip balance accepted. 6a. A 100 ml graduated cylinder is satisfactory. 8a. Labeled as 15% ethylene dinitrilotetraacetic acid (EDTA); dated; preparer's name; and stored in refrigerator.	

WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedure (Continued)			
9. Sample bottle preparation	<ol style="list-style-type: none"> 1. Deliver 0.1 ml or .2 ml of 10% sodium thiosulfate solution to each sample bottle. (.1 ml to 4 ounce or 120 ml size and .2 ml to 6-8 ounce or 250 ml size). 2. Deliver .3 ml or .6 ml of 15% EDTA solution to each sample bottle (.3 ml to 4 ounce or 120 ml size and .6 ml to 6-8 ounce or 250 ml size). 3. Place cover on sample bottle. 4. Place paper or metal foil cover over bottle cap or stopper. 5. Sterilize sample bottles in sterilizing oven. 6. Store sample bottles in clean, dry place until used. 	<ol style="list-style-type: none"> 1a. Use 1 ml pipet. 1b. Provides adequate sodium thiosulfate for neutralizing chlorine in sample. 1c. Return stock sodium thiosulfate solution to refrigerator. 2a. Use 1 ml pipet. 2b. Provides adequate EDTA chelating agent for metals in sample. Not necessary for sample which does not contain copper, zinc, or heavy metals. 2c. Return stock solution of EDTA to refrigerator. 4a. Protects opening of sample bottle from accidental contamination. 5a. One hour at 170° C. (See A.3). 	V.A.9:1-6 (p. 7-48)
10. Pipet preparation	<ol style="list-style-type: none"> 1. Inspect pipets to be prepared for use; discard and destroy all having chipped or cracked tips or tops. 	<ol style="list-style-type: none"> 1a. Cleanliness of pipet must be equivalent to glassware. 	

WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedure (Continued)	2. Dissolve in 100 ml of distilled water.	2a. Distilled water meets suitability requirements. 2b. Use 250 ml Erlenmeyer flask with foil cap. 2c. Use flowing steam (100° C) or boiling water to dissolve. Some autoclaves can be adjusted to give flowing steam mode. See manufacturer's instruction manual. 2d. Do not prolong boiling or exposure to steam. Agitate frequently when boiling is used to prevent burning. Boil for 1 minute. 2e. Expose to boiling or steam only until agar in medium has dissolved.	V.A.11.2b (p. 7-48)
	3. Close neck of flask with a plug of non-absorbent cotton. Cover with a cap of aluminum foil. 4. Sterilize in autoclave. 5. Pour a small amount of medium (3-6 mls) into a small petri dish or clean container. 6. Cool hot liquid medium to: A. Room temperature and place in storage area.	3a. Cotton tight enough to support weight of flask but not too tightly packed to resist easy removal. 4a. Within 1 hour after medium prepared. 4b. Sterilization at 121° C for 15 minutes. 4c. Medium must be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" (liquid cool) mode of steam removal. 4d. Total elapsed time from time of placement in autoclave to removal after sterilization, must not exceed 45 minutes. 5a. Use <u>sterile</u> (aseptic) handling techniques to prevent medium contamination. Recap flask quickly. 6.A.a. If medium is to be used for future tests. 6.A.b. If more than three hours will elapse before test procedure. 6.A.c. Place in refrigerator (4°).	V.A.11.2b (p. 7-48)

V.A.11.6.A.c
(p. 7-49)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedure (Continued)</p>	<p>B. 44-46° C in water bath.</p> <p>7. Check pH of prepared medium in dish (See 11.5).</p>	<p>6.B.a. Hold for no longer than 3 hours.</p> <p>6.B.b. If not used within the above time interval, cool to room temperature and place in refrigerator. (See A.11.6.A.c.)</p> <p>7a. Should be pH 7 ± 0.1. Probe(s) of pH meter can be inserted in medium.</p> <p>7b. Record pH in Quality Control records.</p> <p>7c. Discard plate after pH check.</p> <p>7d. Medium will usually be within pH requirements. If not, reject prepared medium and check procedures, glassware, etc. for abnormalities. Prepare a new lot of Standard Plate Count medium when the cause has been found (glassware with acid residue, poor water supply, etc.).</p>	
<p>12. Dilution water blanks preparation</p>	<p>1. Prepare stock solution of potassium dihydrogen phosphate (KH_2PO_4); dissolve 34.0 grams of the KH_2PO_4 in 500 ml distilled water. Adjust to pH 7.2 with 1N NaOH; and dilute to 1 liter with distilled water.</p> <p>2. Prepare stock solution of magnesium sulfate ($\text{MgSO}_4 \cdot 7\text{H}_2\text{O}$) by dissolving 50 grams of this chemical in 500-600 mls of distilled water and, after complete dissolving, bring the final volume to 1 liter in a volumetric flask.</p>	<p>1a. Distilled water may be measured in 500 ml graduated cylinder.</p> <p>1b. Finished solution labeled "Stock KH_2PO_4 for Dilution Water."</p> <p>1c. Stored in refrigerator.</p> <p>1d. Discard stock solution and prepare new solution if mold appears.</p>	<p>V.A.12.1.1d (p. 7-49)</p>

WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedure (Continued)	3. Prepare working solution of dilution water by adding 1.25 ml KH_2PO_4 and 5 ml of the magnesium sulfate stock solution to each liter of distilled water to be made up as dilution water.	3a. 5 ml pipet satisfactory for 1 liter amounts of dilution water. 10 ml pipet better when several liters are being made. 3b. 1-liter graduated cylinder satisfactory for measurement of distilled water. 3c. Use separate pipets for each solution to prevent contamination.	
	4. Deliver enough working solution to each dilution water bottle so that after sterilization the bottles will contain 99 ± 2 ml of dilution water.	4a. 100 ml graduated cylinder ordinarily satisfactory. Pipetting machine desirable but not mandatory. Amount cannot be stated exactly, as sterilization evaporation differs from one autoclave to another. Commonly, about 102 mls are required.	V.A.12.4 (p. 7-49)
	5. Place caps on dilution bottles loosely.		V.A.12.5 (p. 7-49)
	6. Sterilize in autoclave.	6a. 15 minutes at 121°C . Use "slow-vent" mode of steam evacuation.	V.A.12.6 (p. 7-49)
	7. Promptly remove from autoclave, tighten bottle caps cool to room temperature.		
	8. Store in cool place.	8a. Dilution water ready for use. May be stored indefinitely in screw-capped bottles.	V.A.12.8 (p. 7-49)
	1. Clean and dry dishes; sterilize.	1a. If petri dishes are glassware, they meet requirements as previously described. Sterilize at 15/15 in the autoclave or 170° for 1 hr. in the oven. Glass dishes may be sterilized and stored in stainless steel or aluminum cans or wrapped in Kraft paper before sterilizing.	
13. Petri dish preparation			

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedure (Continued)</p> <p>14. Final equipment and supply check</p>	<p>1. Check readiness of equipment and supplies before starting sample examinations.</p>	<p>1b. If petri dishes are plastic and presterilized as purchased, they are used directly as taken from the packaging for single use only.</p> <p>1a. Check general list of equipment and supplies.</p>	
<p>B. First Day-Procedures</p> <p>1. Equipment maintenance</p> <p>2. Sample collection</p>	<p>1. Check, record, and adjust incubator temperatures.</p> <p>1. Collect sample.</p> <p>2. Record the on-site sampling informations.</p> <p>3. Transport sample to laboratory.</p>	<p>1a. Location as determined by requirement.</p> <p>1b. Sampling methods as described in <u>Standard Methods</u>.</p> <p>2a. Most organizations have sample tags which at least include: Date of Sampling Time of Sampling Sample Location Collector's Name.</p> <p>3a. Ideally under refrigeration (below 10° C) or in iced condition.</p> <p>3b. If unrefrigerated, the maximum time allowable between collection and examination is 8 hours (NOTE: The maximum transit time is 6 hours).</p> <p>3c. If extended holding time is unavoidable, maintain temperature below 10° C and do not exceed 30 hours between collection and examination.</p>	

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WATER MONITORING PROCEDURE: Standard Plate Count

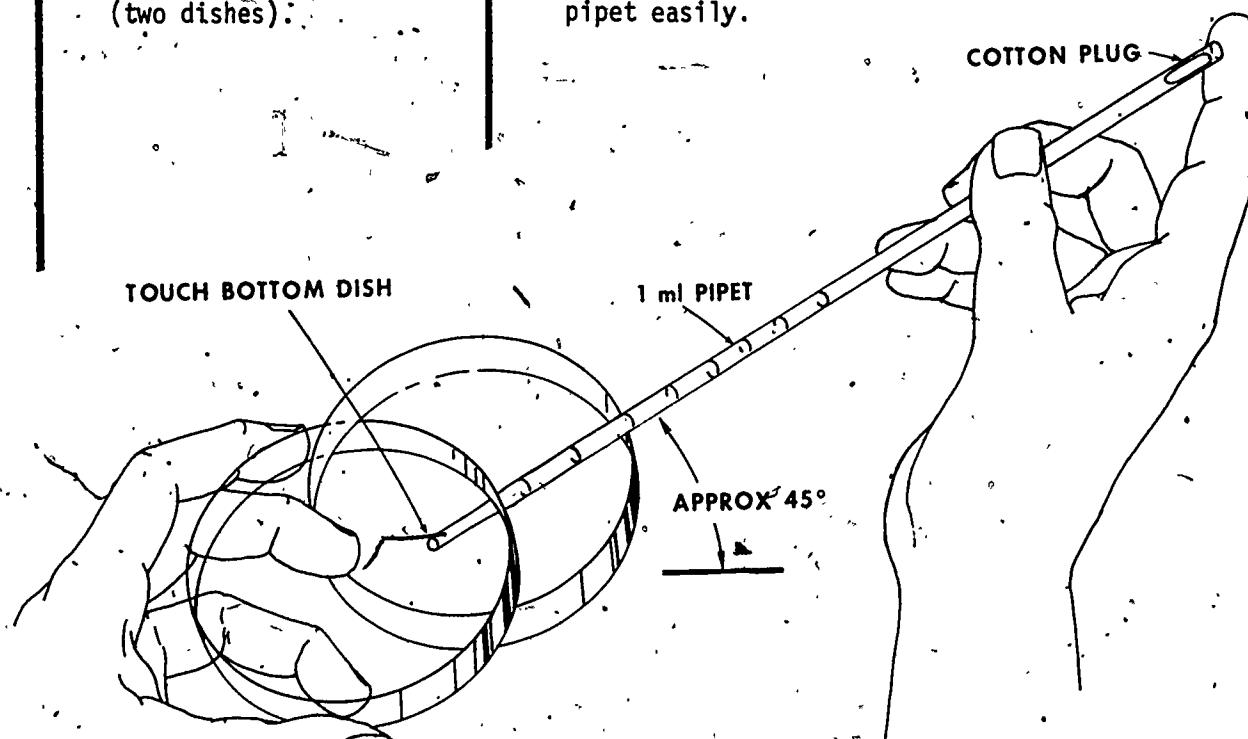
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																						
B. First Day Procedures (Continued) 3. Preparation of data sheet	1. Fill in data sheet to show sample information. 2. Select sample inoculation volumes. 3. Enter information in laboratory data sheet for sample volumes.	1a. Required information should be on sample tag. 1b. Most data sheets record: Information as in B.2.2a Name of Analyst Laboratory sample Identification Time of Start of Analysis. 2a. For purposes of this WMP (Water Monitoring Procedure), sample volumes of 1.0 ml; 0.1 ml, and 0.01 ml are required. 2b. Above volumes are recommended for drinking water samples. 2c. Samples other than drinking water may require higher dilutions (Ex. 0.1; 0.01; 0.001). 3a. Show sample inoculation volumes in milliliters (mls) or decimal amounts (1; 1/10; 1/100) (See VII.B.3). <div><table><tr><th>Sample Volume</th><th>48 hr</th></tr><tr><td>1</td><td></td></tr><tr><td></td><td></td></tr><tr><td>0.1</td><td></td></tr><tr><td></td><td></td></tr><tr><td>0.01</td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table></div>	Sample Volume	48 hr	1				0.1				0.01												VII.B.3 (p. 7-53)
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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>B. First Day Procedures (Continued)</p> <p>4. SPC medium preparation</p> <p>5. Laboratory bench disinfection</p> <p>6. Assembly of test related materials</p>	<p>1. Prepare or have available sufficient SPC medium. If medium is taken from refrigerator: (A.11.6.A)</p> <p>A. Melt medium,</p> <p>B. Cool to 44-46° C.</p> <p>If from water bath: (A.11.6.B)</p> <p>C. Check that medium has not been incubated excessively.</p> <p>1. Disinfect laboratory bench; wipe dry.</p>	<p>1.A.a. Melt by exposure to flowing steam or by placing flask in boiling water.</p> <p>1.A.b. Heated only until fully liquified. DO NOT RESTERILIZE.</p> <p>1.A.c. Only one remelting is authorized; discard if not used.</p> <p>1.B.a. Place in water bath until at temperature (15 to 20 minutes for the 100 ml preparation).</p> <p>1.B.b. Medium must not be held in incubator for over 3 hours.</p> <p>1.C.a. Medium must not be held in incubator for over 3 hours.</p> <p>1a. Sponge and disinfectant; paper toweling.</p> <p>B6. Consult general list of equipment and supplies.</p>	

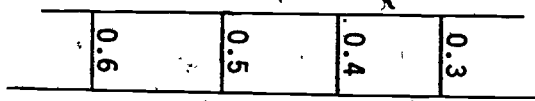
WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedures (Continued)	<p>1. Label 8 sterile petri dishes for SPC Test.</p> <p>2. Select and label a representative 99 ml dilution blank.</p>	<p>1a. Three sample volumes run in duplicate. 1b. Label with wax pencil as follows:</p> <div style="text-align: center;"> <p>The diagram illustrates the labeling scheme for eight petri dishes. It shows three pairs of overlapping circles, each representing a duplicate sample. The first pair is labeled '316' and '1', with a callout 'ASSIGNED LABORATORY NUMBER'. The second pair is labeled '316' and '0.1', with a callout 'SAMPLE VOLUME'. The third pair is also labeled '316' and '0.1'. To the right, two single circles represent controls: one labeled '316 BC' with a callout 'BLANK CONTROL', and another labeled '316 MC' with a callout 'MEDIUM CONTROL'.</p> </div> <p>1c. Does not include "optional tests."</p> <p>2a. Representative of a "batch" of sterilized bottles which were prepared and sterilized together. 2b. Select one which has meniscus above calibration mark, or, if all bottles are below mark: Transfer, by using aseptic (sterile) techniques, "batch" water from one bottle to another to above calibration mark (approx. 1/8 inch above). 2c. Label bottle with assigned sample number and 0.01 dilution volume:</p> <div style="text-align: center;"> <p>A diagram of a glass bottle with a cap. A horizontal dashed line across the middle of the bottle indicates the liquid level, labeled 'MENISCUS'. Below this line, there is a solid horizontal line. A vertical double-headed arrow between these two lines is labeled '1/8"', indicating the required height of the liquid above the calibration mark.</p> </div>	V.B.6.1c (p. 7-51)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedures (Continued)			
7. Sample inoculations, dilutions, and pouring	<p>1. Agitate sample bottle.</p> <p>2. Fill 1 ml pipet with sample from sample bottle.</p> <p>3. Place 1 ml volume in petri dishes labeled 1.0 ml (two dishes).</p>	<p>1a. At least 25 shakes over space of at least 1 foot in 7 seconds or less.</p> <p>2a. Do not place pipet tip more than 1 inch below surface of sample.</p> <p>2b. Do not wet cotton plug.</p> <p>2c. Line sample water line with "0" marking on pipet.</p> <p>2d. Touch off any droplets along inside of bottle before removing pipet. Do not touch outside of sample bottle.</p> <p>2e. Close sample bottle; retain on bench for later use.</p> <p>3a. Do not perform test in direct sunlight.</p> <p>3b. Allow dishes to be opened only enough to insert pipet easily.</p>	I.B.7:1 (p, 7-40)



WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedures (Continued)	<p>4. Place 0.1 ml volume in petri dishes labeled 0.1 ml (two dishes).</p> <p>5. Pour the four dishes (two 1.0 ml and two 0.1 ml).</p>	<p>3c. Pipet 1.0 ml volume into dishes. When volume has been delivered, touch off once any remaining droplet against a dry spot on the dish bottom and withdraw pipet.</p> <p>3d. If pipet becomes contaminated touching bench; touching outside of petri dish; touching hand; etc.; discard and replace with a sterile one; repeat step.</p> <p>3e. Close petri dishes immediately.</p> <p>4a. Repeat steps 3b - 3e using the same sterile pipet but using a 0.1 ml volume and not retouching the plate.</p> <p>4b. Any convenient 0.1 ml volume located between the 0 and 1.0 ml graduations is acceptable.</p> <div style="text-align: center;"> <p>0.1 ml 0.1ml 0.1 ml</p>  </div> <p>5a. Use SPC medium from either B.4.1A-B or B.4.1C.</p> <p>5b. Quickly pour 10-12 ml of the melted (44-46° C) SPC into each of the four dishes.</p> <p>5c. Avoid splashing of medium.</p> <p>5d. Open cover of dish only enough to allow ease of pouring of medium.</p> <p>5e. Gently "swirl" each of the four dishes to obtain distribution of bacteria within the medium. Keep plates on bench while moving.</p>	

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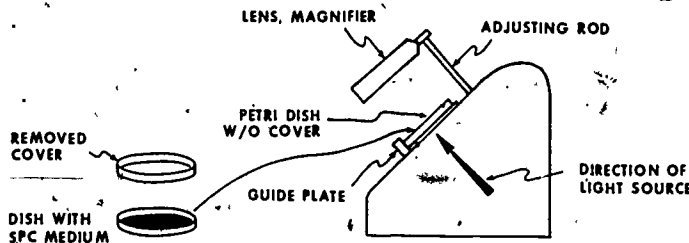
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WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedures (Continued)	8. Place 0.01 ml volume in dishes labeled 0.01 ml (two dishes).	8a. Using a 1.0 ml delivery volume with a sterile pipet, follow the previous steps to place 1 ml volume in dishes from the dilution blank. Touch-off droplet against a dry spot. Close petri dishes. (Steps 8.7.3.b-e).	
	9. Pour the two 0.01 dishes.	9a. Use previously learned steps for pouring (B.7.5.5.a-g).	
	10. Pour the MC (medium control) plate.	10a. Use previously labeled sterile dish (316 MC). 10b. Pour 10-12 ml of SPC medium into dish. Close dish immediately. 10c. Allow to harden. "Swirling" is not necessary as MC plate does not use sample.	
8. Incubation of plates	1. Collect all of the hardened plates.	1a. Eight plates should be ready for further processing (6 test plates; 2 control plates). 1b. Allow no more than 20 minutes to elapse from beginning test to collecting these plates. 1c. Hardened plates can be inverted (turned over) without flowing from fixed position.	
	2. Place inverted plates in 35° C incubator.	2a. Plates inverted to prevent condensation droplets from spreading on and causing irregular growth to occur on surface of medium. 2b. Do not crowd dishes in incubator. No more than four high and no touching of stacks with other stacks or top or sides of incubator. 2c. Incubate for 48 ± 3 hours.	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>C. Third Day Procedures</p> <p>1. SPC colony counting</p>	<p>1. Retrieve all plates from incubator (8).</p> <p>2. Count control plates.</p>	<p>1a. Bring to lab bench where colony counting is done.</p> <p>1b. Assemble plates by sample volume</p> <p>2 - 1 ml 2 - 0.1 ml 2 - 0.01 ml 1 - MC 1 - BC</p> <p>2a. Both MC and BC plates should show no bacterial growth. Occasional growth, such as less than 2 colonies, can be tolerated as chance contaminants.</p> <p>2b. View plates with the Quebec Colony Counter. Good results are achieved (author method) by removing dish cover and placing dish on guide plate and then adjusting magnifier lens.</p>  <p>2c. If control plates are acceptable, proceed to the plate counts. If control plates are unacceptable, review procedures and/or discard contaminated materials and abort test until fresh materials are prepared for a fresh sampling.</p>	<p>III.C.1.2.2a (p. 7-42)</p> <p>V.C.2.2b (p. 7-51)</p>

WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Third Day Procedures (Continued)	3. Count test plates.	<p>3a. Scan the 3 pairs of plates for the ones which fall between 30-300 colonies/plate.</p> <p>3b. With practice these can be easily ascertained, but, with the new worker counts would have to be made when uncertain until this skill is acquired. Example:</p> <div data-bbox="1038 632 1565 827"> </div>	
	4. Record counts on data sheet.	<p>4a. Since a number of situations can be found related to counts, the possibilities are shown below:</p> <p><u>Plates having 30-300 colonies</u></p> <div data-bbox="1183 1022 1338 1338"> </div> <p><u>NOTE:</u> TN indicates Too Numerous (> 300) counts of 0.1 volume will be used for calculations.</p>	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																												
C. Third Day Procedures (Continued)		<p>4b. <u>No plate with 30-300 colonies</u></p> <table><tr><td>Sample Volume</td><td>48 hr</td></tr><tr><td>1</td><td>340</td></tr><tr><td></td><td>385</td></tr><tr><td></td><td></td></tr><tr><td>0.1</td><td>27</td></tr><tr><td></td><td>23</td></tr><tr><td></td><td></td></tr><tr><td></td><td>8</td></tr><tr><td>0.01</td><td>4</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table> <p><u>NOTE:</u> Counts of 0.1 volume will be used for calculations since they are <u>CLOSER</u> to the limits.</p> <p>4c. <u>All plates with fewer than 30 colonies</u></p> <table><tr><td>Sample Volume</td><td>48 hr</td></tr><tr><td>1</td><td>8</td></tr><tr><td></td><td>3</td></tr><tr><td></td><td></td></tr><tr><td>0.1</td><td>2</td></tr><tr><td></td><td>1</td></tr><tr><td></td><td></td></tr><tr><td></td><td>0</td></tr><tr><td>0.01</td><td>0</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table> <p><u>NOTE:</u> Counts of 1 ml volume will be used for calculations since they are the <u>LOWEST</u> dilution plated (largest sample volume).</p>	Sample Volume	48 hr	1	340		385			0.1	27		23				8	0.01	4					Sample Volume	48 hr	1	8		3			0.1	2		1				0	0.01	0					
Sample Volume	48 hr																																														
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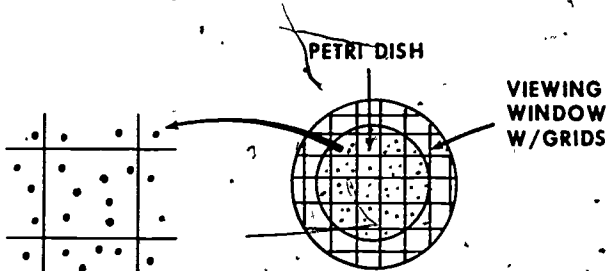
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WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																				
C. Third Day Procedure (Continued)		<p>4d. <u>Plate with no colonies</u></p> <table><tr><td>Sample Volume</td><td>4E</td></tr><tr><td>1</td><td>0</td></tr><tr><td></td><td>0</td></tr><tr><td>0.1</td><td>0</td></tr><tr><td></td><td>0</td></tr><tr><td>0.01</td><td>0</td></tr><tr><td></td><td>0</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table> <p><u>NOTE:</u> Counts of 1 ml volume (LARGEST VOLUME) will be used for calculations.</p> <p>4e. <u>All plates greater than 300 colonies</u></p> <table><tr><td>Sample Volume</td><td>4E</td></tr><tr><td>1</td><td>TN</td></tr><tr><td></td><td>TN</td></tr><tr><td>0.1</td><td>TN</td></tr><tr><td></td><td>TN</td></tr><tr><td>0.01</td><td>385</td></tr><tr><td></td><td>362</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table> <p><u>NOTE:</u> Counts of 0.01 volume (SMALLEST VOLUME) will be used for calculations.</p>	Sample Volume	4E	1	0		0	0.1	0		0	0.01	0		0					Sample Volume	4E	1	TN		TN	0.1	TN		TN	0.01	385		362					
Sample Volume	4E																																						
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Sample Volume	4E																																						
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0.01	385																																						
	362																																						

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Third Day Procedure (Continued)		<p>4f. <u>Crowded plates using Quebec Counter to estimate Case #1:</u></p> <div data-bbox="1105 459 1645 518" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Less than 10 colonies per square cm</p> </div> <p>A. There are less than 10 colonies per square cm when the number of colonies is less than 10 as the dish is viewed in the counter and one representative square is counted:</p> <div data-bbox="1007 715 1614 987" style="text-align: center;">  <p>PETRI DISH</p> <p>VIEWING WINDOW W/GRIDS</p> </div> <p>NOTE: 7 COLONIES IN CENTER SQUARE</p>	

WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>C. Third Day Procedure (Continued)</p>		<p>B. Count 13 squares which have representative colonial distribution. Seven (7) consecutive horizontal and six (6) consecutive vertical</p> <div data-bbox="1120 525 1502 900" data-label="Diagram"> <p>The diagram illustrates the counting process. A horizontal row of 7 squares is shown, labeled 'HORIZONTAL' and 'COUNT'. The squares contain the numbers 5, 7, 4, 8, 6, 9, and 8 from left to right. Above the rightmost square is the label 'SQUARE' with an arrow pointing to it. Below the horizontal row is a vertical column of 6 squares, labeled 'VERTICAL' with an arrow pointing downwards. The squares in the vertical column contain the numbers 6, 5, 7, 9, 8, and 7 from top to bottom.</p> </div> <p>C. Sum Squares: $47 + 42 = 89$ colonies.</p> <p>NOTE: When counting vertical and horizontal squares, do not count a square more than one time.</p>	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES														
C. Third Day Procedure (Continued)		<p>D. Assuming that the 0.01 ml dilutions had this situation, the entries would appear as follows:</p> <table border="1"><thead><tr><th>Sample Volume</th><th>4t</th></tr></thead><tbody><tr><td>1</td><td>TN</td></tr><tr><td>1</td><td>TN</td></tr><tr><td>0.1</td><td>TN</td></tr><tr><td>0.1</td><td>TN</td></tr><tr><td>0.01</td><td>87</td></tr><tr><td>0.01</td><td>98</td></tr></tbody></table> <p>As per example</p> <p>Hypothetically derived value from second plate using same rationale.</p> <p>Case #2</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">More than 10 colonies per square cm</div> <p>A. See C1.4.4f Case #1 for counting squares.</p> <p>B. Count 4 representative squares. For example: 12; 17; 13; 20.</p> <p>C. Average the count per sq. cm. $12 + 17 + 13 + 20 = 62$ $62 \div 4 = 15.5$ or 16.</p>	Sample Volume	4t	1	TN	1	TN	0.1	TN	0.1	TN	0.01	87	0.01	98	
Sample Volume	4t																
1	TN																
1	TN																
0.1	TN																
0.1	TN																
0.01	87																
0.01	98																

WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES														
<p>c. Third Day Procedure (Continued)</p>		<p>D. Assuming that the 0.01 ml dilutions had this situation, the entries would appear as follows:</p> <table border="1"> <thead> <tr> <th>Sample Volume</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>74</td> </tr> <tr> <td>1</td> <td>74</td> </tr> <tr> <td>0.1</td> <td>74</td> </tr> <tr> <td>0.1</td> <td>74</td> </tr> <tr> <td>0.01</td> <td>16</td> </tr> <tr> <td>0.01</td> <td>28</td> </tr> </tbody> </table> <p>As per example</p> <p>Hypothetically derived value from second plate using same rationale.</p>	Sample Volume	Count	1	74	1	74	0.1	74	0.1	74	0.01	16	0.01	28	
Sample Volume	Count																
1	74																
1	74																
0.1	74																
0.1	74																
0.01	16																
0.01	28																
<p>2. SPC calculations</p>	<p>1. Calculate count per ml.</p>	<p>1a. <u>Plates having 30-300 colonies</u></p> <p>(See C.I.4.4a for example)</p> <p>Formula:</p> $\frac{\text{Sum of colonies}}{\text{Sum of Volumes Tested, ml}} = \text{Count/ml}$ <p>Given Example:</p> $\frac{45 + 58}{.1 + .1} = \frac{103}{.2} = 515 \text{ Count/ml}$															

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																				
C. Third Day Procedure (Continued)		<p>A special case exists when more than one dilution contains 30-300 colonies. Suppose, for example, that the following counts were recorded:</p> <table><tr><td>Sample Volume</td><td></td></tr><tr><td>1</td><td>77</td></tr><tr><td></td><td>77</td></tr><tr><td>0.1</td><td>180</td></tr><tr><td></td><td>145</td></tr><tr><td></td><td>35</td></tr><tr><td>0.01</td><td>31</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table> <p>The following calculation is necessary:</p> $\frac{180 + 145 + 35 + 31}{.1 + .1 + .01 + .01} = 1777 \text{ Count/ml}$ <p>1b. <u>No plates with 30-300 colonies</u> (See C.1.4.4b for example)</p> $\frac{27 + 23}{.1 + .1} = \frac{50}{.2} = 250 \text{ Count/ml}$ <p>The counts of 27 and 23 were used since they were <u>closer</u> to the plate range of 30-300.</p>	Sample Volume		1	77		77	0.1	180		145		35	0.01	31							
Sample Volume																							
1	77																						
	77																						
0.1	180																						
	145																						
	35																						
0.01	31																						

WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Third Day Procedure (Continued)		1c. <u>All plates with fewer than 30 colonies</u> (See example C.1.4.4c) $\frac{8 + 5}{1 + 1} = \frac{13}{2} = 6.5 \text{ or } 7 \text{ Count/ml}$	
		1d. <u>Plate with no colonies</u> (See example C.1.4.4d) <p>In order to use, for calculation purposes, a series of plates, none of which have colonies, assign a count of one (1) to each of the largest sample volume and calculate the count:</p> $\frac{1 + 1}{1 + 1} = \frac{2}{2} = 1 \text{ Count/ml}$ <p>However, a count derived from this reasoning must be preceded by a <u>less than (<)</u> value. Therefore, the recorded count would be <u>< 1 Count/ml</u>.</p>	
		1e. <u>All plates greater than 300 colonies</u> (See example C.1.4.4e) $\frac{385 + 360}{.01 + .01} = \frac{745}{.02} = 37,250 \text{ Count/ml}$	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Third Day Procedure (Continued)		<p>1f. <u>Crowded Plates</u></p> <p>(See C.1.4.4f Case #1 and Case #2)</p> <p>A. <u>Case #1:</u></p> <p>Multiply sum of 13 squares by 5:</p> <p>Plate #1 89 (No. of colonies previously calculated) $\times 5 = 445$.</p> <p>Plate #2 $95 \times 5 = 475$.</p> <p>$\frac{445 + 475}{2} = 460$ estimated count</p> <p>B. <u>Case #2:</u></p> <p>Multiply the Count/sq cm (previously found to be 16 and 28) by 65 (No. of sq. cm. of petri dish):</p> <p>Plate #1 $16 \times 65 = 1040$</p> <p>Plate #2 $28 \times 65 = 1820$</p> <p>Multiply by the reciprocal of the dilution to determine the count per ml.</p> <p>Let us assume that the dilution was 0.01 ml for the plates being counted:</p> <p>Plate #1 $1040 \times 100 = 104,000$</p> <p>Plate #2 $1820 \times 100 = 182,000$</p> <p>$\frac{104,000 + 182,000}{2} = 143,000$ Count/ml Estimated</p>	<p>II.C.1.4.4f Case #2 (p. 7-41)</p>

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WATER MONITORING PROCEDURE: Standard Plate Count

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																	
C. Third Day Procedure (Continued)	2. Record QC information and Count/ml on data sheet.	<p>2a. See data sheet (VII.B.4):</p> <div><table><tr><td colspan="2">Quality Control Information:</td></tr><tr><td>Medium Control</td><td rowspan="4">Reported Values SPC/ml</td></tr><tr><td>Pipet Control</td></tr><tr><td>Room Control</td></tr><tr><td>Blank Control</td></tr></table></div> <p>2b. With the usual conditions of good control and aseptic (sterile) handling techniques the QC information will be acceptable:</p> <div><table><tr><td colspan="2">Quality Control Information:</td></tr><tr><td>Medium Control</td><td>0</td></tr><tr><td>Pipet Control</td><td>0</td></tr><tr><td>Room Control</td><td>0</td></tr><tr><td>Blank Control</td><td>0</td></tr></table></div>	Quality Control Information:		Medium Control	Reported Values SPC/ml	Pipet Control	Room Control	Blank Control	Quality Control Information:		Medium Control	0	Pipet Control	0	Room Control	0	Blank Control	0	
Quality Control Information:																				
Medium Control	Reported Values SPC/ml																			
Pipet Control																				
Room Control																				
Blank Control																				
Quality Control Information:																				
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Room Control	0																			
Blank Control	0																			

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Third Day Procedure (Continued)		<p>2c. Record values to be reported: _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 150px;"> <p>Reported Values SPC/ml _____</p> </div>	

For the examples given note the following:

Calculated Count per ml	Reported Count per ml (2 significant figures)
515	520 SPC (See C.2.1.1a)
1777	1800 SPC (See C.2.1.1a)
250	250 SPC (See C.2.1.1b)
7	7 SPC (See C.2.1.1c)
< 1	< 1 SPC (See C.2.1.1d)
37,250	37,000 SPC (See C.2.1.1e)
460	460 Estimated Plate Count (See C.2.1.1f Case #1).
143,000	140,000 Estimated Plate Count (See C.2.1.1f Case #2).

WATER MONITORING PROCEDURE: Standard Plate Count

TRAINING GUIDE

<u>SECTION</u>	<u>TOPIC</u>
I*	Introduction
II*	Educational Concepts - Mathematics
III*	Educational Concepts - Science
IV	Educational Concepts - Communications
V*	Field & Laboratory Equipment
VI	Field & Laboratory Reagents
VII*	Field & Laboratory Analyses
VIII	Safety
IX	Records and Reports

Training guide materials are presented here under the headings marked. These standardized headings are used through this series of procedures.

WATER MONITORING PROCEDURES: Standard Plate Count

INTRODUCTION

Section I

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

B.7.1

The SPC method for determining bacterial numbers are based on the assumption that the bacteria can be separated from one another (by shaking or other means) resulting in a suspension of individual bacterial cells, uniformly distributed through the original sample when the primary inoculation is made.

SPC procedures are based on certain fundamental assumptions:

- A. First, all of the living bacterial organisms will remain viable if they are capable of growth under the conditions of the test; and;
- B. Second, resultant growth of the organisms will produce, within 48 hours at 35° C, a visible colony under appropriate magnification.

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WATER MONITORING PROCEDURES: Standard Plate Count

Educational Concepts - Mathematics



Section II

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES												
C.1.4.4f Case #2	<p>A reciprocal is the fractional "inversion" of a value (i.e., reciprocal of 4 is $\frac{1}{4}$; of $\frac{1}{4}$ is 4; etc.)</p> <table> <tr> <th>Sample Volumes Used</th><th>Also Written As</th><th>Reciprocal</th></tr> <tr> <td>1.0</td><td>1</td><td>1</td></tr> <tr> <td>0.1</td><td>1/10</td><td>10</td></tr> <tr> <td>0.01</td><td>1/100</td><td>100</td></tr> </table>	Sample Volumes Used	Also Written As	Reciprocal	1.0	1	1	0.1	1/10	10	0.01	1/100	100	
Sample Volumes Used	Also Written As	Reciprocal												
1.0	1	1												
0.1	1/10	10												
0.01	1/100	100												

WATER MONITORING PROCEDURES: Standard Plate Count

Educational Concepts - Science

Section III

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
B.7.5.5f	<p>A gentle "swirling" action allows the bacteria within the sample volume to mix with the SPC medium and be distributed evenly throughout the area of the petri dish bottom. Keeping the plate on the surface of the bench allows an easier management of the manipulation. Since the type of sample being considered in this WMP does not allow the novice to this procedure to "see" the sample being ultimately mixed and distributed, a "practice" plate can be made by using an opaque fluid (milk, cream, etc.) and seeing the gradual and complete mixing occurring as the sequential swirling is accomplished.</p>	
C.1.2.2a	<p>Bacterial colonies are visible growths which have resulted from the multiplication of a simple organism which was trapped within the gelled agar-nutrient material. Colonial shapes are usually easily discernable forms which the beginner must learn to recognize and differentiate from debris which in this medium (SPC) is usually insoluble phosphate or undissolved particles.</p> <p>Colonies are more uniform in shape than the debris particles:</p> <div style="text-align: center;"> <p>COLONIES: </p> <p>DEBRIS: </p> <p>(USUALLY SMALLER)</p> </div> <p>A special type of colonial growth may sometimes be encountered which requires special counting rules. This growth is called a "Spreader" and constitutes an irregular and possibly extensive growth area which may or may not have originated from a single organism. Spreaders are usually top surface growth which therefore can grow with less restrictions than is the case within the agar mass where constraints to movement produce a small confined growth area. The presence of surface moisture as well as certain genera of bacteria can cause extensive growth areas.</p>	

WATER MONITORING PROCEDURES: Standard Plate Count

Educational Concepts - Science

Section III

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
C.1.2.2a (Continued)	<p>Plates containing spreading colonies must be so reported on the data sheet. If spreaders exceed one-half of the total plate area, the plate is not used. Report as: No results. Colonies can be counted on representative portions of plates if spreading colonies constitute less than one-half of the total plate area, and the colonies are well-distributed.</p> <ul style="list-style-type: none"> A. Count each chain of colonies as a single colony. B. Count each spreader colony that develops as a film of growth between the agar and the petri dish bottom as one colony. C. Count the growth that develops in a film of water at the edge or over the surface of the agar as one colony. D. Report as: <u>Estimated Standard Plate Count/ml.</u> <p>If spreading colonies (spreader) are encountered on the plates/s selected, count colonies on representative portions only when</p> <ul style="list-style-type: none"> A. Colonies are well distributed in <u>spreader-free</u> areas, and B. The area covered by the spreader/s does not exceed one-half the plate area. <p>When spreading colonies must be counted, count each unit of the following types as one:</p> <ul style="list-style-type: none"> A. The first is a chain of colonies that appears to be caused by disintegration of a bacterial clump as the agar and sample were mixed. Count each such chain as a single colony, do not count each individual colony in the chain. 	



WATER MONITORING PROCEDURES: Standard Plate Count

Educational Concepts - Science

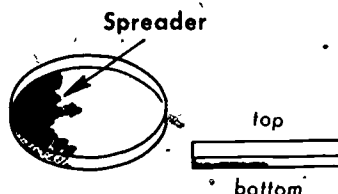
Section III

TRAINING GUIDE NOTE

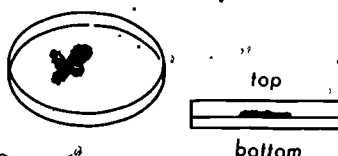
REFERENCES/RESOURCES

C.1.2.2a
(Continued)

B. The second type of spreader develops as a film of growth between the agar and the bottom of the petri dish.



C. The third type forms in a film of water at the edge or over the surface of the agar.



If plates prepared from the sample have excessive spreader growth, report as "Spreader" (Spr). When plates are uncountable because of missed dilution, accidental dropping, and contamination, or the control plates indicate that the medium or other material or labware was contaminated, report as "Laboratory Accident" (LA).

WATER MONITORING PROCEDURES: Standard Plate Count.

Field and Laboratory Equipment		Section V
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.1	Incubator must be of sufficient size for daily work load without causing crowding of plates to be incubated. Considerations for choice of incubator type must relate to reliability of operation and not to cost or attractiveness of equipment.	
A.1.1	<p>Incubator should be kept out of drafts or direct sunlight in order to prevent temperature inside the incubator from changing outside the temperature range specified ($35^{\circ} \pm 0.5^{\circ}$).</p> <p>Power supply should be selected so that there will not be too many pieces of equipment on the same circuit. Otherwise, circuits will be blown repeatedly.</p>	<p>Standard Methods for the Examination of Water and Wastewater, 14th ed. 1975 APHA, WPCF, AWWA, p. 880 (Hereafter referred to as Std. Meth. 14: (page no.)</p>
A.1.2	Mercury bulb thermometer usually used in most incubators. Recording thermometer is acceptable, but, it should be calibrated against a mercury bulb thermometer which has been certified by National Bureau of Standards. The NBS certified thermometer always should be used with its certificate and correction chart.	
A.1.3	Saturated relative humidity is required in order to make the incubation more efficient (heat is transferred to cultures faster than in a dry incubator). Furthermore, culture medium may evaporate too fast in a dry incubator.	
A.1.5	Allow enough time after each readjustment to permit the incubator to stabilize before making a new adjustment. At least one hour is suggested.	
A.1.6	<p>Incubator temperature can be held to much closer adjustment if operated continuously. Temperature records should be kept in some form of permanent record. A temperature record book is suggested with daily recording of values. If a recording thermometer is used, the charts may be kept as permanent record; if so, be sure that the charts are properly labeled to identify the incubator and the period covered.</p> <p>Uniform temperature ($35^{\circ} \text{C} \pm 0.5$) is to be maintained on shelves in use.</p>	

WATER MONITORING PROCEDURES: Standard Plate Count

Field and Laboratory Equipment	Section V	
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.3.1-5	<p>Since electric sterilizer will be operated intermittently, care should be taken that it is on a circuit which will not be overloaded when it is turned on.</p> <p>A time and temperature record is maintained for each sterilization cycle. Temperature recordings can be retained for records.</p>	Std. Meth. 14:881
A.4.1	<p>Autoclaves differ greatly in design and in method of operation. Some are almost like home-style pressure cookers; others are almost fully automatic. This is a subject which requires separate instruction; and should be related to the exact make and model of equipment you will use in your own laboratory.</p> <p>Vertical autoclaves and household pressure cookers may be used in emergency service if equipped with pressure gages and thermometers with bulbs positioned 1 inch above the water level. However, they are not to be considered the equivalent of the general purpose steam sterilizer recommended for permanent laboratory facilities. Their small size is inadequate for large-volume workloads, and they can be difficult to regulate.</p> <p>The following requirements must be met regarding autoclaves or sterilizing units:</p> <ul style="list-style-type: none">A. Reaches sterilization temperature (121° C), maintains 121° C during sterilization cycle, and requires no more than 45 min. for a complete cycle.B. Pressure and temperature gages on exhaust side and an operating safety valve.C. No air bubbles produced in fermentation vials during depressurization.D. Record maintained on time and temperature for each sterilization cycle.	Std. Meth. 14:881

WATER MONITORING PROCEDURES: Standard Plate Count

Field and Laboratory Equipment

Section V

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

A.5.1-2

Distilled water in a bacteriological laboratory must not contain substances which will prevent any bacteria from growing in culture medium in which the distilled water is used or will be highly nutritive. There are procedures for testing quality of distilled water; but these should be undertaken only by professional bacteriologists or in laboratories where this is done regularly. Use only glass stills or block tin lined stills.

Std. Meth. 14:645-49
14:888-891

Requirements for distilled water include the following:

Test

Analysis Requirement

Conducted

pH

5.5 - 7.5

Monthly

Conductivity

0.1 megohm as resistivity or
< 5.0 micromhos/cm at 25° C

Monthly

Trace Metals:

A single metal
Total metals

Not greater than 0.05 mg/l
Equal to or less than 1.0 mg/l

Annually

Test for bactericidal properties
of distilled water ("Standard
Methods," 14th Ed. p. 887)

0.8 - 3.0

Annually

Free chlorine residual

0.0

Monthly

Standard plate count

Less than 10,000/ml

Monthly

A.6.1

pH Meter: See cited reference

Std. Meth. 14:882

A.7.1-4a

Glassware: See cited reference on pipets and graduated cylinders, media utensils, bottles.

Std. Meth. 14:882-885

A.7.1-4b

Glassware can be checked for bacteriostatic or inhibitory residues by a bacteriological test procedure which, like the distilled water suitability test, should be undertaken only by professional bacteriologists or in laboratories where this test is done on a regular basis.

Std. Meth. 14:885

WATER MONITORING PROCEDURES: Standard Plate Count

Field and Laboratory Equipment

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.9.1-6	<p>Sample bottles:</p> <p>Wide-mouthed glass-stoppered bottles suggested, but other styles acceptable.</p> <p>If glass-stoppered bottles are used, a strip of paper should be placed in the neck of the bottle before placing the stopper in place in preparation for sterilization. This prevents the glass stopper from "freezing" in place during sterilization. The paper strip is discarded at the time of sample collection.</p>	Std. Meth. 14:884 14:904
A.10.1-6	<p>Pipets:</p> <p>This procedure is described in terms of reusable glass pipets. However, single-service pre-packaged glass or plastic pipets may be purchased and used, if preferred. In case of use of single-service pipets, they will be sterile when purchased, are used one time, and discarded immediately after use. Accordingly, in the step-by-step procedures disregard any instructions about preparation of pipets for reuse in case of using single-service pipets.</p>	Std. Meth. 14:882-883
A.10.7	<p>Passing the opened can of pipets through a flame burns off excess cotton wisps sticking out of the mouthpiece of the pipet. If this is not done, it is almost impossible to control sample measurement accurately. Some workers may elect to accomplish this step prior to the sterilization procedure.</p>	
A.11.2b	<p>Alternate medium containers which can be utilized are:</p> <ol style="list-style-type: none">1. Flasks with screw caps2. Tubes of at least 50 ml capacity with 15-20 ml of medium/tube3. Dilution bottles <p>It is preferable to use a container which has all of the medium for a single test since the medium control test will have greater test result assurance.</p>	

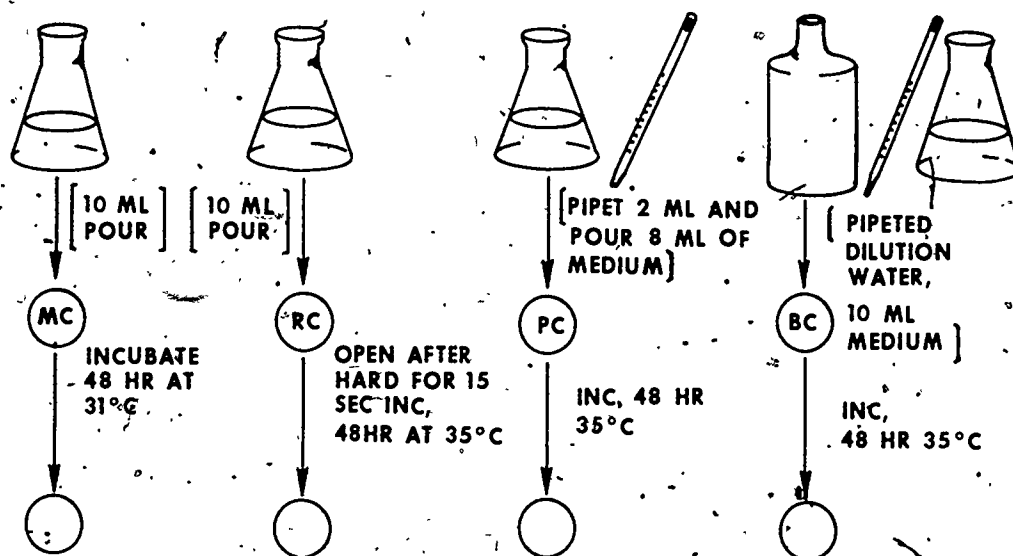
WATER MONITORING PROCEDURES: Standard Plate Count

Field and Laboratory Equipment		Section v
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.11.6.A.c	<p><u>Recommended Time Limits for Holding Prepared Media at 4° C</u></p> <p>Agar or broth in loose-cap tubes One Week. Agar or broth in screw-cap tubes, tightly closed Three Months. Large volumes of Agar in screw-cap flasks or bottles, tightly closed Three Months.</p>	
A.12.1.1d	See cited reference. In time, this solution will become mold-infested. At this time it must be discarded and a new stock solution prepared.	Std. Meth. 14:892
A.12.4	<p>Dilution water preparation:</p> <p>Measurement of dilution water into bottle with a 100 ml graduated cylinder is time-consuming, but effective. An automatic pipetting machine can be considered a luxury, but is a real time-saver.</p>	
A.12.5	If caps are not placed on bottles of dilution water loosely, they may crack in autoclave; furthermore, steam will not be able to get in contact with the material being sterilized. After sterilization, tightening caps on bottles of distilled water will permit them to be kept for long periods.	
A.12.6	Always pack material loosely and away from walls in autoclave when preparing to sterilize. Steam must flow freely around materials being sterilized.	
A.12.8	If water should evaporate noticeably or become contaminated by microbial growth, the bottle of distilled water should be discarded.	

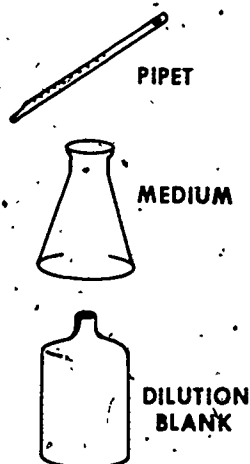
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WATER MONITORING PROCEDURES: Standard Plate Count

Field and Laboratory Equipment	Section <u>V</u>
	TRAINING GUIDE NOTE
B.6.1c	<p>Optional Tests are not run as routine procedures due to the fact that inordinate materials and time are required for their performance. They should, however, be occasionally run to establish that all materials and conditions are satisfactory. Possibly every 25th SPC test (author criteria) can be done in total and proper Quality Control records maintained to document satisfactory results. Indicated below are the full complement of control tests:</p>
	REFERENCES/RESOURCES



OBSERVE PLATES (SHOULD NOT CONTAIN MORE THAN OCCASIONAL COLONIES OR < 3 COLONIES)



MC - MEDIUM CONTROL
RC - ROOM CONTROL
PC - PIPET CONTROL
BC - BLANK CONTROL

WATER MONITORING PROCEDURES: Standard Plate Count

Field and Laboratory Equipment

Section v

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
B.6.1c (Continued)	The majority of control tests will fall into the following patterns from which decisions can be made as to the status of materials:	

TEST RESULTS				REMARKS
MC	RC	PC	BC	
+	+	+	+	Medium possibly contaminated; petri dishes possibly contaminated; both of above possibly contaminated.
-	-	+	-	Pipet contaminated.
-	-	-	+	Blank contaminated.
-	+	-	-	Room atmosphere contaminated.

- No Growth, sterile plate
- + ≥ 3 colonies; indicates contamination

NOTE: Although 48 hours incubation time is stipulated, the plates should be examined at 24 hours since gross contamination can be observed at this interval and a + can therefore be found earlier.

C.2.2b

A number of alternately acceptable counters are available, and, if they can be shown to be equivalent to the discussed method of counting (manual), they would be acceptable for use.

Included among these counters are electronic-assist devices, which registers each colony with a sensing probe and have an automatic tabulation. Recently a fully-automatic counter was made available which scans and registers all particles (colonies) above a preset threshold-size.

WATER MONITORING PROCEDURES: Standard Plate Count

Field and Laboratory Analyses

Section VII

TRAINING GUIDE NOTE

REFERENCES/RESOURCES .

B.3

There is no such thing as a "Standard" data sheet for bacteriological tests. Entries for the SPC may be an integral part of a multi purpose data sheet or be used only for the specific test. A simplified data sheet is presented below:

STANDARD PLATE COUNT			
Sample Type _____		Lab. No. _____	
Station _____		Description _____	
Collection Date _____		Time _____ APM	
Received _____		APM Examined _____ APM	
Sampler Name _____			
Analyst Name _____			
Remarks _____			

Sample Volume	48 hr count	72 hr count	Count per ml

Quality Control Information:

Medium Control _____	Reported Values SPC/ml _____
Pipet Control _____	
Room Control _____	
Blank Control _____	

WATER MONITORING PROCEDURES: Standard Plate Count

		Section
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
	<p>This outline was prepared by: Rocco Russumanno, Microbiologist, National Training and Operational Technology Center, MOTD, OWPO, USEPA, Cincinnati, Ohio 45268.</p>	

RESIDUAL CHLORINE AND TURBIDITY

I. INTRODUCTION

The Interim Primary Drinking Water Regulations (Federal Register, December 24, 1975) permits the options of substitution of up to 75 percent of the bacteriological samples with residual chlorine determinations. Any community or non-community water system may avail themselves of this option with approval from the State based upon results of sanitary surveys. Residual chlorine determinations must be carried out at the frequency of at least four for each substituted microbiological sample.

Since many potable water plants carry out their own microbiological determinations, it will be necessary that these laboratories be certified for the bacteriological parameters. Residual chlorine determinations may be carried out by any person acceptable to the State and the analytical method and techniques used must be evaluated in some manner to assure that reliable information is obtained.

Since the presence of high turbidity can interfere with the disinfection capability of chlorine, a maximum allowable limit has been set for turbidity as follows:

- A. One turbidity unit (TU) as determined by a monthly average except that five or fewer turbidity units may be allowed if the supplier of water can demonstrate to the State that the higher turbidity does not

- 1. Interfere with disinfection,

- 2. Prevent maintenance of residual of disinfectant throughout distribution system, or,

- 3. Interfere with microbiological determinations.

- B. Five turbidity units based on an average of two consecutive days.

The Criteria and Procedures Document for Water Supply Laboratory Certification suggests that some quality control guidelines be instituted for the residual chlorine and turbidity measurements at the State level for the purpose of ensuring data validity for these critical measurements.

In response to public comments regarding the proposed Primary Regulations (Federal Register, December 24, 1975) it is stated that operators performing residual chlorine and turbidity analyses "...be certified, approved, or at least minimally trained to perform the analytical tasks before a State could accept their analytical determinations...."

II. RESIDUAL CHLORINE

Since residual chlorine analysis would be carried out in "field" conditions or in the small laboratories of treatment plants, perhaps by unskilled operators, it is necessary to keep the analytical method as simple as possible. For a number of years, operators had utilized the orthotolidine technique in a kit form to determine the chlorine residual. Recent studies and regulatory guidelines have dictated against this test procedure. The acceptable test procedure is now the DPD Test (13th Ed., Standard Methods for the Examination of Water and Wastewater, pgs. 129-132), for which kits are available from at least two companies and which meet requirements for accuracy and reliability. These kits are capable of measuring both free and combined chlorine of which only the free chlorine is measured to meet compliance requirements. Kit procedures call for a premeasured single powder or tablet reagent added to the test cell with the sample and a resultant color development measures by comparison the standardized colors within one minute. Standard Methods includes cautions regarding temperature and pH control regarding this test parameter and this test procedure; the DPD Test, is least effected by temperature and the pH is adjusted by the added reagents. The only interfering substance, oxidized manganese, can be determined in a preliminary step and compensated for in the final test value.

III. TURBIDITY

Turbidity has long been used in the water supply industry for indicating proper operational techniques. Turbidity should be clearly understood to be an expression of the optical property of a sample which causes light to be scattered and absorbed rather than transmitted in straight lines through the sample.

The standard method for the determination of turbidity has been based on the Jackson candle turbidimeter. However, the lowest turbidity value which can be measured directly on the Jackson turbidimeter is 25 units which is well above the monitoring level. Because of these low level requirements, the nephelometric method was chosen and procedures are given in Standard Methods (13th Ed., 1971).

IV. NEPHELOMETRIC MEASUREMENTS FOR COMPLIANCE MONITORING

The subjectivity and apparatus deficiencies involved in visual methods of measuring turbidity make each unsuitable as a standard method.

Since turbidity is an expression of the optical property of scattering or absorbing light, it was natural that optical instruments with photometers would be developed for this measurement.

The type of equipment specified for compliance monitoring^(3,6) utilizes nephelometry.

A. Basic Principle⁽⁷⁾

The intensity of light scattered by the sample is compared (under defined conditions) with the intensity of light scattered by a standard reference solution (formazin). The greater the intensity of scattered light, the greater the turbidity. Readings are made and reported in NTUs (Nephelometric Turbidity Units).

B. Schematic

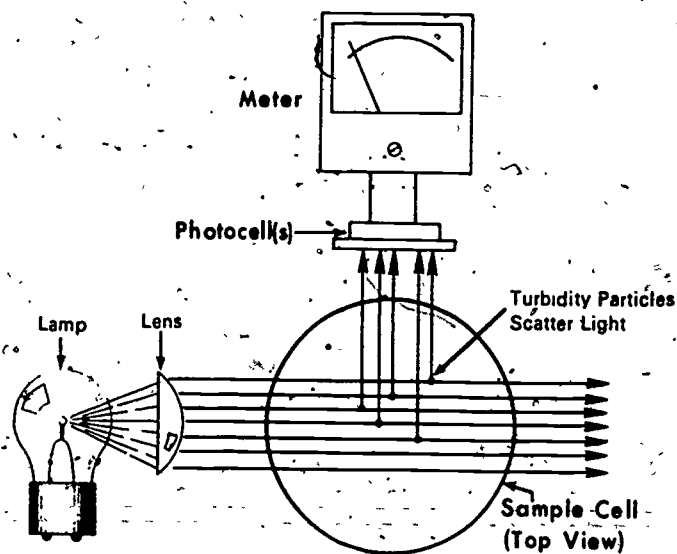


Figure 2 NEPHELOMETER
(90° Scatter)

Light passes through a polarizing lens and on to the sample in a cell. Suspended particles (turbidity) in the sample scatter the light.

Photocell(s) detect light scattered by the particles at a 90° angle to the path of the incident light. This light energy is converted to an electric signal for the meter to measure.

1. Direction of Entry of Incident Light to Cell

- The lamp might be positioned as shown in the schematic so the beam enters a sample horizontally.
- Another instrument design has the light beam entering the sample (in a flat-bottom cell) in a vertical direction with the photocell positioned accordingly at a 90° angle to the path of incident light.

2. Number of Photocells

The schematic shows the photocell(s) at one 90° angle to the path of the incident light. An instrument might utilize more than one photocell position, with each final position being at a 90° angle to the sample liquid.

3. Meter Systems

- The meter might measure the signal from the scattered light intensity only.
- The meter might measure the signal from a ratio of the scattered light versus light transmitted directly through the sample to a photocell.

4. Meter Scales and Calibration

- a. The meter may already be calibrated in NTUs. In this case, at least one standard is run in each instrument range to be used in order to check the accuracy of the calibration scales.
- b. If a pre-calibrated scale is not supplied, a calibration curve is prepared for each range of the instrument by using appropriate dilutions of the standard turbidity suspension.

C. EPA Specifications for Instrument Design⁽⁷⁾

Even when the same suspension is used for calibration of different nephelometers, differences in physical design of the turbidimeters will cause differences in measured values for the turbidity of the same sample. To minimize such differences, the following design variables have been specified by the U. S. Environmental Protection Agency.

1. Defined Specifications

a. Light Source

Tungsten lamp operated at not less than 85% of rated voltage and at not more than rated voltage.

b. Distance Traveled by Light

The total of the distance traversed by the incident light plus scattered light within the sample tube should not exceed 10 cm.

c. Angle of Light Acceptance of the Detector

Detector centered at 90° to the incident light path and not to exceed $\pm 30^\circ$ from 90° .

(Ninety degree scatter is specified because the amount of scatter varies with size of particles at different scatter angles).

d. Applicable Range

The maximum turbidity to be measured is 40 units. Several ranges will be necessary to obtain adequate coverage. Use dilution for samples if their turbidity exceeds 40 units.

2. Other EPA Design Specifications

a. Stray Light

Minimal stray light should reach the photocell(s) in the absence of turbidity.

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Some causes of stray light reaching the photocell(s) are:

- 1) Scratches or imperfections in glass cell windows.
- 2) Dirt, film or condensation on the glass.
- 3) Light leakages in the instrument system.

A schematic of these causes is shown in Figure 3.

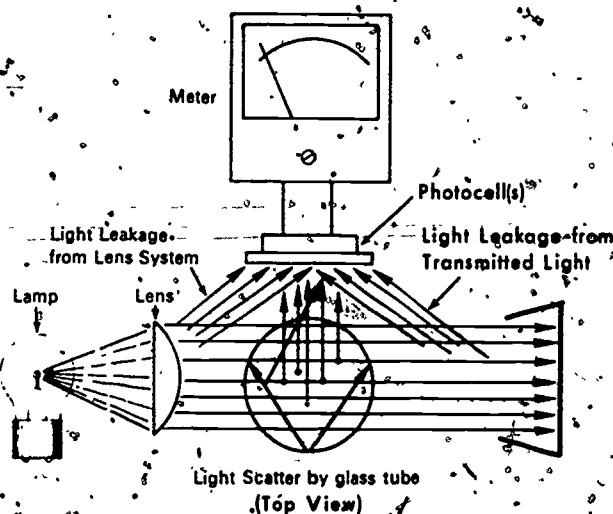


Figure 3 NEPHELOMETER
SOURCES OF STRAY LIGHT

Stray light error can be as much as 0.5 NTU. Remedies are close inspection of sample cells for imperfections and dirt, and good design which can minimize the effect of stray light by controlling the angle at which it reaches the sample.

b. Drift

The turbidimeter should be free from significant drift after a short warm-up period. This is imperative if the analyst is relying on a manufacturer's solid scattering standard for setting overall instrument sensitivity for all ranges.

c. Sensitivity

In waters having turbidities less than one unit, the instrument should detect turbidity differences of 0.02 unit or less. Several ranges will be necessary to obtain sufficient sensitivity for low turbidities.

3. Examples of instruments meeting the specifications listed in 1 and 2 above include:

- a. Hach Turbidimeter Model 2100 and 2100A.
- b. Hydroflow Instruments DRT 100, 200, and 1000.

4. Other turbidimeters meeting the listed specifications are also acceptable.

D. Sources of Error

1. Sample Cells

- a. Discard scratched or etched cells.
- b. Do not touch cells where light strikes them in instrument.
- c. Keep cells scrupulously clean, inside and out. (8)
 - 1) Use detergent solution:
 - 2) Organic solvents may also be used.
 - 3) Use deionized water rinses.
 - 4) Rinse and dry with alcohol or acetone.

2. Standardizing Suspensions (7)

- a. Use turbidity - free water for preparations. Filter distilled water through a 0.45 μ m pore size membrane filter if such filtered water shows a lower turbidity than the distilled water.
- b. Prepare a new stock suspension of Formazin each month.
- c. Prepare a new standard suspension and dilutions of Formazin each week.

3. Sample Interferences

- a. Positive
 - 1) Finely divided air bubbles
- b. Negative
 - 1) Floating debris
 - 2) Coarse sediments (settle)
 - 3) Colored dissolved substances (absorb light)

E. Reporting Results⁽⁷⁾

<u>NTU</u>	<u>RECORD TO NEAREST</u>
0.0-1.0	0.05
1-10	0.1
10-40	1
40-100	5
100-400	10
400-1000	50
>1000	100

F. Precision and Accuracy⁽⁷⁾

1. In a single laboratory (EMSL), using surface water samples at levels of 26, 41, 75 and 180 NTU, the standard deviations were ± 0.60 , ± 0.94 , ± 1.2 and ± 4.7 units, respectively.
2. Accuracy data is not available at this time.

V. STANDARD SUSPENSIONS AND RELATED UNITS⁽⁹⁾

One of the critical problems in measuring turbidity has been to find a material which can be made into a reproducible suspension with uniform sized particles. Various materials have been used.

A. Natural Materials

1. Diatomaceous earth.
2. Fuller's earth
3. Kaolin
4. Naturally turbid waters.

Such suspensions are not suitable as reproducible standards because there is no way to control the size of the suspended particles.

B. Other materials

1. Ground glass
2. Microorganisms
3. Barium Sulfate
4. Lates spheres

Suspensions of these also proved inadequate.

C. Formazin

1. A polymer formed by reacting hydrazine sulfate and hexamethylenetetramine sulfate.
2. It is more reproducible than previously used standards. Accuracy of \pm one percent for replicate solutions has been reported.
3. In 1958, the Association of Analytical Chemists initiated a standardized system of turbidity measurements for the brewing industry by:
 - a. Defining a standard formula for making stock Formazin solutions and
 - b. Designating a unit of measurement based on Formazin, i.e., the Formazin Turbidity Unit (FTU).
4. During the 1960's Formazin was increasingly used for water quality turbidity testing. It is the currently recognized standard for compliance turbidity measurements.

D. Units

1. At first results were translated into Jackson Turbidity Units (JTU). However, the JTU was derived from a visual measurement using concentrations (mg/liter) of silica suspensions prepared by Jackson. They have no direct relationship to the intensity of light scattered at 90 degrees in a nephelometer.
2. For a few years, results of nephelometric measurements using specified Formazin standards were reported directly as Turbidity Units (TUs).
3. Currently, the unit used is named according to the instrument used for measuring turbidity. Specified Formazin standards are used to calibrate the instrument and results are reported as Nephelometric Turbidity Units (NTUs).

VI. SUMMARY

The importance of residual chlorine determination can be seen in its possible effect on the health of the consumers. The Criteria and Procedures for Laboratory Certification suggests that some form of quality assurance should be instituted on a state level to assure valid data for both the chlorine and turbidity measurements. The comments on the public responses to the proposed Interim Primary Regulations also suggests some form of quality assurance on the state level to be instituted. Consequently, the Regional Certification team should point out to the principal laboratories the importance of some kind of effort being instituted. States might wish to offer some kind of formal training effort as part of the approval mechanism for the operators doing the chlorine and/or turbidity measurements.

**A PROTOTYPE FOR DEVELOPMENT OF
ROUTINE OPERATIONAL PROCEDURES**

for the

COLIFORM TEST BY THE MULTIPLE DILUTION TUBE METHOD (MPN)

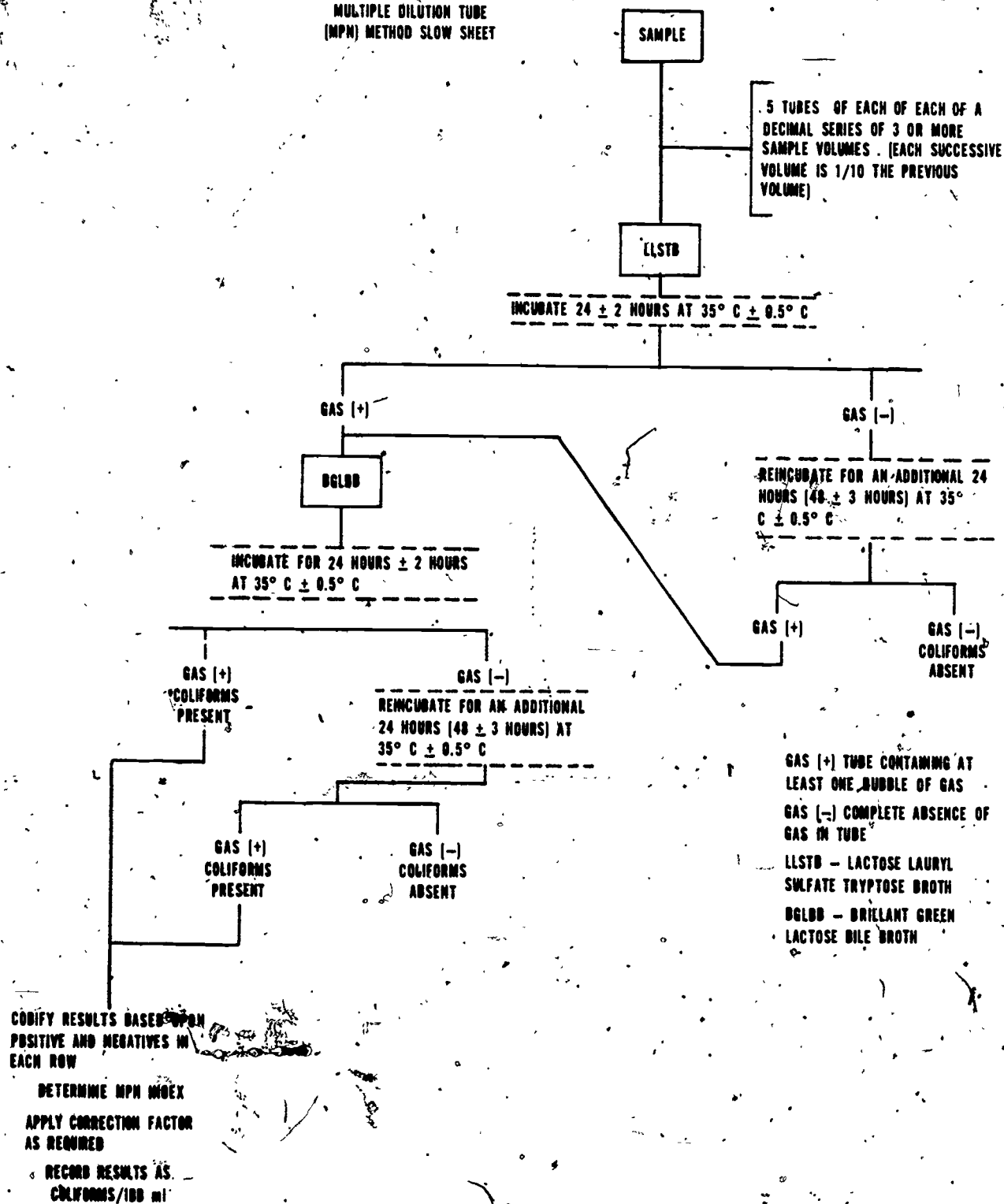
as applied in

**WATER TREATMENT FACILITIES
WASTEWATER TREATMENT FACILITIES
and in the
MONITORING OF EFFLUENT WASTEWATERS**

**National Training and Operational Technology Center
Municipal Operations and Training Division
Office of Water Program Operations
U. S. Environmental Protection Agency**

BA.MET.1ab.WMP.4.5.78

COLIFORM TEST
MULTIPLE DILUTION TUBE
(MPN) METHOD SLOW SHEET



**WATER MONITORING PROCEDURE: Coliform Test by the Multiple
Dilution Tube (MPN) Method**

1. Analysis Objectives:

In water treatment plant quality control, the objective of the test may be one or both of the following:

- a. To determine whether water treatment plant influent quality meets requirements set by law or regulatory authority.
- b. To determine water body quality as pertaining to upstream flow in a sanitary survey to locate source of excessive counts.

2. Brief Description of Analysis:

Three or more decimal series dilutions of a sample (For example: Five fermentation tubes with 10 ml portions, another five tubes with 1 ml portions, etc.) are inoculated into lactose lauryl sulfate tyryptose broth (LLSTB) and incubated at $35^{\circ}\text{C} + 0.5^{\circ}\text{C}$. After 24 hours and again at 48 hours, the LLSTB tube cultures are examined and results recorded for gas production. Cultures showing gas production are transferred at each examination interval to BGLBB fermentation tubes and incubated at $35^{\circ}\text{C} + 0.5^{\circ}\text{C}$. BGLBB tubes are examined at 24 and 48 hour intervals for presence of gas and those showing gas are considered gas (+) and containing coliforms while those completely without gas as gas (-) or not containing coliforms.

At the end of the overall incubation period, individual tubes are summarized as positive or negative and these results coded to represent rows of the inoculation series. A Table of Most Probable Numbers (MPN) is used with properly selected codes to determine the MPN Index. This Index is corrected, if necessary, to agree with the actual sample volumes indicated (the Table is based on 10 ml; 1 ml; and 0.1 ml volumes for the series). The final results are recorded and reported as the coliforms per 100 ml of sample.

3. Applicability of this Procedure:

a. Range of Coliform Concentration

If these dilutions are used

10; 1; 0.1; 0.01
1; 0.1; 0.01; 0.001
0.1; 0.01; 0.001; 0.0001
etc.

These ranges of Coliforms are covered

> 2 to $\geq 24,000$
20 to $\geq 240,000$
200 to $\geq 2,400,000$
etc.

b. Pretreatment of Samples

In accordance with Standard Methods, 14th ed. (p. 904).

This procedure conforms to the Standard Total Coliform MPN Tests as described in Standard Methods for the Examination of Water and Wastewater, 14th ed., (1975), p. 916 ff.

WATER MONITORING PROCEDURE: Coliform Test by the Multiple
Dilution Tube (MPN) Method

Equipment and Supply Requirements

A. Capital Equipment:

1. Autoclave, providing uniform temperatures up to and including 121° C, equipped with an accurate thermometer, pressure gauges, saturated steam power lines and capable of reaching required temperature within 30 minutes
2. Balance, 0.1 g sensitivity at load of 150 g
3. Air Incubator to operator at 35° C \pm 0.5° C
4. Oven, *hot-air sterilizing, to give uniform temperatures and with suitable thermometer to register accurately in range of 160-180° C
5. pH Meter, accurate to at least 0.1 pH unit, with standard pH reference solutions(s)
6. Water distillation apparatus, (glass or block tin), or source of distilled water suitable for bacteriological operations

B. Reusable Supplies:

1. Apron or coat suitable for laboratory
2. Baskets, wire for discarded cultures
3. Bottles, dilution*, 6-oz. screw caps, with 99 ml volume level etched on one side
4. Bottles, sample*, preferred characteristics being 250 ml* (6-8 oz.), wide mouth, glass stopper
5. Burner, gas, Bunsen burner type
6. Cans, pipet, aluminum or steel; not copper (If plastic, or other type of prepackaged disposable pipets are used, this item is unnecessary.)
7. Metal caps* to fit 18 and 25 mm culture tubes
8. Pan, to receive discarded contaminated pipets and glassware (must contain disinfectant before use)
9. Inoculation loop, 3 mm-diameter loop of nichrome or platinum-iridium wire, 26 B&S gauge, in holder
10. Pipets*, 1 ml, with 0.1 ml graduations, Mohr type preferred, sterile, cotton plugged, glass or disposable plastic
11. Pipets*, 10 ml, with 1.0 ml graduations, Mohr type preferred, sterile, cotton plugged, glass or disposable plastic
12. Racks, culture type*, 10 x 5 openings, to accept tubes at least 25 mm in diameter
13. Sponge, for cleaning desk top
14. Tubes, culture*, 150 x 25 mm
15. Tubes, culture*, 150 x 18 mm
16. Tubes, fermentation*, 75 x 10 mm vials to be inverted in culture tubes

C. Consumable Supplies:

1. Distilled water, suitable for bacteriological cultures (note distillation apparatus required in capital equipment)
2. BGLBB (Brilliant Green Lactose Bile Broth); dehydrated (recommend purchase of 1/4 lb. units)
3. Lactose Lauryl Sulfate Tryptose Broth, dehydrated (recommend purchase of 1 lb. units)
4. Potassium Dihydrogen Phosphate (KH_2PO_4) (recommend purchase of 1/4 lb. units)

WATER MONITORING PROCEDURE: Coliform Test by the Multiple
Dilution Tube (MPN) Method

C. Consumable Supplies (Continued):

5. Disinfectant, for bench tops. (Use household bleach solution prepared according to instructions on bottle)
6. Wax pencils (recommend soft wax equivalent to Blaisdell 169T)
7. EDTA (ethylene dinitrilotetraacetic acid)
8. Sodium thiosulfate ($\text{Na}_2\text{S}_2\text{O}_3 \cdot 5\text{H}_2\text{O}$)

*Items marked are needed in quantities or require size or space allowances which cannot be specified here, as they vary according to the daily analysis schedule. As a rule-of-thumb, space/size or quantity requirements should be at least 3 times the normal daily requirements. For further information on specifications for equipment and supplies, see the Microbiology Section of the current edition of "Standard Methods for the Examination of Water and Wastewater."

WATER MONITORING PROCEDURE: Coliform Test by the Multiple
Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures			
1. 35° C Incubator Set-up, Adjustment	1. Place 35° C incubator in permanent location. 2. Install thermometer. 3. Install shallow pan of water in bottom of incubator. 4. Connect incubator to electric power source. 5. Adjust temperature until stabilized at required temperature. 6. Operate bacteriological incubator continuously.	Aa. All pretest procedures completed before starting other first-day procedures. 1a. Out of drafts or places where it will be in sunlight part of day. 1b. Location convenient to laboratory bench. 1c. Convenient source of electric power. 2a. Thermometer functions at least in 30°-40° C range and has intervals of 0.5° or less indicated. Meets NBS standards. 2b. Location should be central in incubator. 2c. Mercury bulb thermometer should be fitted with cork or rubber stopper and mounted in small bottle filled with liquid (glycerine, water, or mineral oil). 3a. In most laboratory incubators a pan having about 1 square foot of area, with water about 1 inch deep, is satisfactory. 3b. Maintains condition of saturated relative humidity, required in bacteriological incubator. 3c. Requires daily check, with addition of water as necessary, to keep water in pan at all times. 4a. Many incubators have pilot light to indicate power turned on. 5a. Manufacturer's instructions for method temperature adjustment. 5b. Operation must be at 35° ± 0.5° C. 5c. Allow about 1 hour between adjustments. 6a. Requires daily check with written temperature record, with adjustment and water addition as necessary.	V.A.1 (p. 9-42) V.A.1.1 (p. 9-42) V.A.1.2 (p. 9-42) V.A.1.3 (p. 9-42) V.A.1.5 (p. 9-42) V.A.1.6 (p. 9-42)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedures (Continued)</p> <p>2. Oven, Sterilizer Set-up</p>	<p>1. Place oven sterilizer in permanent location.</p> <p>2. Install thermometer.</p> <p>3. Connect oven sterilizer to power source and turn on.</p> <p>4. Adjust temperature to stabilize at required temperature.</p> <p>5. Operate oven sterilizer only when needed. Turn off when not in use.</p>	<p>1a. Convenient to source of electric power usually on table or bench.</p> <p>2a. Should indicate the 160° - 180° C range, be accurate within this interval, and be marked in 1.0 degree intervals.</p> <p>3a. Usually has pilot light to indicate power on.</p> <p>4a. Operated as near to 170° C as possible; not lower than 160° or higher than 180° C.</p> <p>5a. Turned ON in advance of need to permit reaching required temperature before introducing material to be sterilized.</p> <p>5b. Oven sterilizer used to sterilize dry glassware, metal objects.</p> <p>5c. Oven sterilizer <u>not</u> used with culture media, solution, plastics, rubber objects, or with anything containing or including these.</p> <p>5d. Paper-wrapped glass pipets may be sterilized in oven sterilizer.</p>	<p>V.A.2.1-5 (p. 9-43)</p>
	<p>3. Autoclave Set-up</p> <p>1. Install and operate autoclave according to manufacturer's instructions.</p>	<p>1a. Autoclaves extremely variable in design and operation; also, potentially dangerous.</p> <p>1b. Used to sterilize objects made of, or including liquids, rubber, culture media.</p> <p>1c. Glassware <u>may</u> be autoclave sterilized but must be dried afterward.</p> <p>1d. Most plastics <u>not</u> sterilized in autoclave; plastics usually require chemical sterilizers.</p> <p>1e. Autoclave usually operated at 121° C. for 15 min.</p> <p>1f. Sterilized media must be removed from autoclave as soon as possible after autoclave is reopened.</p>	

WATER MONITORING PROCEDURE: Coliform Test by the Multiple
Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)			
4. Water Distillation Equipment	<ol style="list-style-type: none"> 1. Install and operate in accordance with manufacturer's instructions. 2. Operate continuously or intermittently as required to maintain adequate supplies of distilled water. 	<ol style="list-style-type: none"> 1a. Must produce distilled water meeting quality requirements for bacteriological tests. 2a. Reserve supplies kept in borosilicate glass carboys or in plastic carboys made of material which will not dissolve substances which will affect growth of bacteria. 2b. Same distillation apparatus used for bacteriological purposes may be used for chemical reagents. 	V.A.4.1-2 (p. 9-43)
5. pH Meter	<ol style="list-style-type: none"> 1. Have unit available and operate in accordance with procedures described in other lab procedures. 	<ol style="list-style-type: none"> 1a. Unit for pH check on finished culture media. 1b. Used in preparation of stock solution of potassium dihydrogen phosphate. 	V.A.5.1 (p. 9-44)
6. Glassware	<ol style="list-style-type: none"> 1. Wash all glassware in hot detergent solution. 2. Rinse at least once in hot tap water. 3. Rinse in distilled water, at least 6 successive times and, 4. Dry in air. 	<ol style="list-style-type: none"> 1a. Nontoxic detergent 1b. Be sure <u>all</u> contents and markings are washed away. 4a. No visible spots or scum; glass should be clean, and sparkling. 4b. Glassware suitable for use in bacteriological operations. 	V.A.6.1-4a (p. 9-44) V.A.6.1-4b (p. 9-44)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	<p>The following special conditions may apply to the sample to be analyzed:</p> <p>If the sample is chlorinated influent which contains copper, zinc, or heavy metals, do operating procedures A.7, A.8 and A.9 completely.</p> <p>If the sample is unchlorinated influent which contains copper, zinc, or heavy metals, eliminate steps A.7 and A.9.1.</p> <p>If the sample is chlorinated influent which does not contain copper, zinc, or heavy metals, eliminate steps A.8 and A.9.2.</p> <p>If the sample is unchlorinated and contains no copper, zinc, or heavy metals, eliminate steps A.7, A.8, A.9.1 and A.9.2.</p>		
7. Sodium Thiosulfate Solution	<ol style="list-style-type: none"> 1. Weigh 10.0 grams of sodium thiosulfate. 2. Dissolve in 50-60 ml distilled water. 3. Add distilled water to bring final volume to 100 ml. 4. Transfer to labeled bottle. 	<ol style="list-style-type: none"> 1a. Used for dechlorination of samples. 1b. Use of trip balance accepted. 2a. 100 ml graduated cylinder satisfactory. 1a. Labeled as 10% sodium thiosulfate and stored in refrigerator. 	
8. Ethylenedinitrilotetraacetic Acid (EDTA) Solution	<ol style="list-style-type: none"> 1. Weigh 15.0 grams of EDTA. 2. Dissolve in 50-60 ml distilled water. 	<ol style="list-style-type: none"> 1a. Used for water samples high in copper or zinc or wastewater samples high in heavy metals. 1b. Use of trip balance accepted. 2a. A 100 ml graduated cylinder is satisfactory. 	

WATER MONITORING PROCEDURE:

Coliform Test by the Multiple
Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	3. Add distilled water to bring final volume to 100 ml.		
	4. Transfer to labeled clean bottle.	4a. The bottle should be labeled as 15% Ethylenedinitrilotetraacetic acid (EDTA) and stored in refrigerator.	
9. Sample Bottle Preparation	1. Deliver 0.1 ml or .2 ml of 10% sodium thiosulfate solution to each sample bottle. (.1 ml to 4 ounce or 120 ml size and .2 ml to 6-8 ounce or 250 ml size).	1a. Use 1 ml pipet. 1b. Provides adequate sodium thiosulfate for neutralizing chlorine in sample. 1c. Return stock sodium thiosulfate solution to refrigerator.	V.A.9.1-6 (p. 9-44)
	2. Deliver .3 ml or .6 ml of 15% EDTA solution to each sample bottle (.3 ml to 4 ounce or 120 ml size and .6 ml to 6-8 ounce or 250 ml size).	2a. Use 1 ml pipet. 2b. Provides adequate EDTA chelating agent for metals in sample. 2c. Return stock solution of EDTA to refrigerator.	
	3. Place cover on sample bottle.		
	4. Place paper or metal foil cover over bottle cap or stopper.	4a. Protects opening of sample bottle from accidental contamination.	
	5. Sterilize sample bottles in sterilizing oven.	5a. One hour at 170° C. (See A.2)	
	6. Store sample bottles in clean, dry place until used.		

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedures (Continued) 10. Pipet Preparation</p>	1. Inspect the 10 ml and 1 ml pipets to be prepared for use; discard and destroy all having chipped or cracked tips.	1a. Cleanliness of pipet must be equivalent to glassware.	V.A.10.1-6 (p. 9-44)
	2. Insert plug of non-absorbent cotton into mouthpiece of each clean, dry pipet.	2a. For protection of user when pipetting sample. 2b. Cotton plug must be tight enough to prevent easy removal, either by the pipetting action or by handling, and yet loose enough to permit easy air movement through the plug.	
	3. Place a layer of glass wool or several layers of paper padding in bottom of pipet can.	3a. For protection of pipet delivery tips.	
	4. Place 12-24 pipets of the same size in each pipet can, delivery tip down. Mark cans as either 10 ml or 1 ml.	4a. Orientation permits removal of sterile pipets from can without contamination by user.	V.A.10.7 (p. 9-44)
	5. Sterilize cans of pipets in oven.	5a. 1 hour at 170°C. (See A.2 of procedures)	
	6. Store cans in clean, dry place until used.	6a. Laboratory cabinet or drawer recommended.	
	7. When can of pipets is opened for first use, pass the exposed ends of the pipets through flame, slowly.	7a. Burns off excess cotton sticking out of pipet mouthpiece. 7b. Cover kept on can at all times except when samples are being inoculated.	

WATER MONITORING PROCEDURE:

Coliform Test by the Multiple Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedures (Continued)</p> <p>11. Dilution Water Blanks</p>	<p>1. Prepare stock solution of potassium dihydrogen phosphate (KH_2PO_4); dissolve 34.0 grams of the KH_2PO_4 in 500 ml distilled water. Adjust to pH 7.2 with 1N NaOH, and dilute to 1 liter with distilled water.</p>	<p>1a. Distilled water may be measured in 500 ml graduated cylinder.</p> <p>1b. Finished solution labeled "Stock KH_2PO_4 for Dilution Water."</p> <p>1c. Stored in refrigerator.</p> <p>1d. Discard stock solution and prepare new solution if mold appears.</p>	<p>V.A.11.1.1d (p. 9-44)</p>
	<p>2. Prepare stock solution of magnesium sulfate ($\text{MgSO}_4 \cdot 7\text{H}_2\text{O}$) by dissolving 50 grams of this chemical in 500-600 mls of distilled water and, after complete dissolving, bring the final volume to 1 liter in a volumetric flask.</p> <p>3. Prepare working solution of dilution water by adding 1.25 ml KH_2PO_4 and 5 ml of the magnesium sulfate stock solution to each liter of distilled water to be made up as dilution water.</p> <p>4. Deliver enough working solution to each dilution water bottle so that after sterilization the bottles will contain 99 ± 2 ml of dilution water.</p>	<p>3a. 5 ml pipet satisfactory for 1 liter amounts of dilution water. 10 ml pipet better when several liters are being made.</p> <p>3b. 1-liter graduated cylinder satisfactory for measurement of distilled water.</p> <p>3c. Use separate pipets for each solution to prevent contamination.</p> <p>4a. 100 ml graduated cylinder ordinarily satisfactory. Pipetting machine desirable but not mandatory.</p> <p>4b. Amount cannot be stated exactly, as sterilization evaporation differs from one autoclave to another. Commonly, about 102 mls are required.</p>	

WATER MONITORING PROCEDURE:

Coliform Test by the Multiple
Dilution Tube (MPN) Method

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	5. Place caps on dilution bottles <u>loosely</u> .		V.A.11.5 (p. 9-45)
	6. Sterilize in autoclave.	6a. 15 minutes at 121° C. Use "slow-vent" mode of steam evacuation.	V.A.11.6 (p. 9-45)
	7. Promptly remove from autoclave, tighten bottle caps, cool to room temperature.		
	8. Store in cool place.	8a. Dilution water ready for use. May be stored indefinitely in screw-capped bottles.	V.A.11.8 (p. 9-45)
12. Preparation of Lactose Lauryl Sulfate Tryptose Fermentation Broth (LLSTB)	<u>Single-Strength Medium</u> 1. Weigh 35.6 grams of dehydrated Lactose Lauryl Sulfate Tryptose Broth. Close cover of bottle of dehydrated medium <u>tightly</u> after removal.	1a. Dehydrated media takes moisture out of air; can become caked. 1b. Caked media unsatisfactory; should be discarded.	
	2. Dissolve in 1-liter distilled water.	2a. Gentle heat (no boiling) if necessary to complete dissolving medium. Usually a vigorous agitation will completely dissolve the medium.	
	3. Place 10.5 ml of the solution of prepared LLSTB in each culture tube.	3a. Use 150 x 18 mm tubes. 3b. A 25 ml pipet, automatic pipetter, or funnel hose and pinchcock assembly are acceptable. 3c. Accuracy of delivery: ± 0.5 ml. 3d. Approximately 90 tubes will be necessary. This will suffice for 6 tests based upon procedures of this WMP (Water Monitoring Procedure).	V.A.12.3b (p. 9-45)

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WATER MONITORING PROCEDURE: Coliform Test by the Multiple
Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	<p>4. Insert one fermentation vial into each tube of medium, <u>open end down</u>.</p> <p>5. Place tube cap on each tube of culture medium.</p> <p>6. Sterilize in autoclave.</p> <p>7. Cool medium to room temperature.</p> <p>8. Check pH of finished medium.</p> <p>9. If final pH is not satisfactory, discard medium and prepare new batch with pH adjustment before sterilization.</p> <p>10. Store medium in cool dark place.</p>	<p>4a. Tubes and vials previously washed as indicated (A.6.1-4.)</p> <p>4b. Use 75 x 10 mm tubes.</p> <p>5a. After all tubes have been filled and have individual vial.</p> <p>6a. Within 1 hour after medium is prepared.</p> <p>6b. Sterilization at 121° C for 15 minutes.</p> <p>6c. Medium <u>must</u> be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" mode of steam removal.</p> <p>7a. Medium ready for use when cool and individual vials are completely filled with fluid. No bubbles must be present.</p> <p>8a. <u>Should</u> be pH 6.7 - 6.9.</p> <p>9a. pH value ordinarily drops about 0.2 pH unit.</p> <p>10a. Not in refrigerator. Usually in laboratory cabinet in darkness.</p> <p>10b. May be stored up to 1 week if evaporation is not more than 10% in loose-fitting capped tubes. With screw-capped tubes should be held no longer than 3 months.</p>	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	<p><u>Increased Strength Medium</u></p> <p>11. Weigh 53.4 grams of dehydrated Lactose Lauryl Sulfate Tryptose Broth. Close cover of bottle of dehydrated medium <u>tightly</u> after removal.</p> <p>12. Dissolve in 1 liter distilled water.</p> <p>13. Place 20.5 ml of the solution of prepared LLSTB in each culture tube.</p> <p>14. Continue step sequence as in 12.4-10 to complete preparation of increased strength LLSTB.</p>	<p>11a. Dehydrated media takes moisture out of the air; can become caked.</p> <p>11b. Caked media unsatisfactory; should be discarded.</p> <p>12a. Gentle heat (no boiling) if necessary to complete dissolving medium. Usually a vigorous agitation will completely dissolve the medium.</p> <p>13a. Use 150 x 25 mm tubes.</p> <p>13b. 25 ml pipets, automatic pipetter, or funnel hose and pinchcock assembly are acceptable.</p> <p>13c. Accuracy of delivery: ± 0.5 ml.</p> <p>13d. Approximately 45 tubes will be necessary. This will suffice for 9 tests based upon procedures of this WMP.</p>	V.A.12.3b (p. 9-45)
	<p>13. Preparation of Brilliant Green Lactose Bile Broth (BGLBB)</p> <p>1. Weigh 40.0 grams of dehydrated Brilliant Green Lactose Bile Broth. Close cover of bottle of dehydrated medium <u>tightly</u> after removal.</p> <p>2. Dissolve in 1 liter distilled water.</p>	<p>1a. Dehydrated media takes moisture out of the air; can become caked.</p> <p>1b. Caked media unsatisfactory; should be discarded.</p> <p>2a. Gentle heat (no boiling) if necessary to complete dissolving medium. Usually a vigorous agitation will completely dissolve the media.</p>	

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WATER MONITORING PROCEDURE: Coliform Test by the Multiple
Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	<p>3. Place 10.5 ml of the solution of prepared BGLBB in each culture tube.</p> <p>4. Insert one fermentation vial into each tube of medium, <u>open end down</u>.</p> <p>5. Place cap on each tube of culture medium.</p> <p>6. Sterilize in autoclave.</p> <p>7. Cool medium to room temperature.</p> <p>8. Check pH of finished medium.</p> <p>9. If final pH not satisfactory, discard medium and prepare new batch with pH adjustment before sterilization.</p>	<p>3a. Use 150 x 18 mm tubes</p> <p>3b. A 25 ml pipet, automatic pipetter or funnel hose and pinchcock assembly are acceptable.</p> <p>3c. Accuracy of delivery ± 0.5 ml.</p> <p>3d. Approximately 90 tubes will be necessary.</p> <p>4a. Tubes and vials previously washed as indicated (A.6.1-4).</p> <p>4b. Use 75 x 10 mm tubes.</p> <p>5a. After all tubes have been filled and have individual vial.</p> <p>6a. Within 1 hour after medium prepared.</p> <p>6b. Sterilization at 121° C for 15 minutes.</p> <p>6c. Medium <u>must</u> be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" mode of steam removal.</p> <p>7a. Medium ready for use when cool and individual vials are completely filled with fluid. No bubbles must be present.</p> <p>8a. Should be 7.1 - 7.3.</p> <p>9a. pH value ordinarily drops about 0.2 pH unit.</p>	V.A.12.3b (p. 9-45)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GCALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	10. Store medium in cool dark place.	10a. <u>NOT</u> in refrigerator. Usually in laboratory cabinet in darkness. 10b. May be stored up to 1 week if evaporation not more than 10% in loose-fitting capped tubes. With screw-capped tubes should be held no longer than 3 months.	
	14. Final Equipment and Supply Check	1a. Check general list of equipment and supplies. 1b. Each test requires (with 4 sample volumes per test): 5 tubes 1.5X LLSTB (150 x 25 mm tubes). 15 tubes 1X LLSTB (150 x 18mm tubes) 10-15 tubes BGLBB 1 sample bottle, sterile 1 10 ml pipet, sterile 2 1 ml pipets 1 99 ml sterile dilution blank..	
B. First-day Procedures	1. Equipment Maintenance	1a. See A.1.1-6	
	2. Sample Collection	2a. Most plants have sample tag of some type which includes such information as date, time, place of sampling, name of sample collector, and other information as may be required. 3a. Taken to laboratory without delay. 3b. Samples iced if delay of starting sample test is greater than one hour. No more than 6 hours of transportation time is allowed.	

WATER MONITORING PROCEDURE: Coliform Test by the Multiple
Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																														
B. First-day Procedures (Continued). 3. Preparation of Laboratory Data Sheet,	1. Fill in data sheet to show sample information. 2. Select sample inoculation volumes.	1a. Needed information should be on sample collection tag. 1b. Most data sheets show at least source, date, time of collection, name of sampler, name of analyst, laboratory sample number assigned. 2a. According to coliform density range predicted for the sample. 2b. For coliforms per 100 ml in the range <table><tr><td>from</td><td colspan="4">to inoculate 5 tubes each of ml</td></tr><tr><td>2 -</td><td>16,000</td><td>10.0, 1.0,</td><td>0.1,</td><td>0.01</td></tr><tr><td>20 -</td><td>160,000</td><td>1.0, 0.1,</td><td>0.01,</td><td>0.001</td></tr><tr><td>200 -</td><td>1,600,000</td><td>0.1, 0.01,</td><td>0.001,</td><td>0.0001</td></tr><tr><td>2,000 -</td><td>16,000,000</td><td>.01, .001,</td><td>.0001,</td><td>.00001</td></tr><tr><td>20,000 -</td><td>160,000,000</td><td>.001, .0001,</td><td>.00001,</td><td>.000001</td></tr></table> 2c. For chlorinated influents, 1.0, 0.1, 0.01, and 0.001 ml sample portions are recommended. 2d. For raw (untreated) sewage, use sample portions of 0.0001, 0.00001, 0.000001, and 0.0000001 ml. 2e. For other waters, other combinations of sample volumes may be required, particularly in environmental waters receiving raw or incompletely treated sewage. It may be necessary to conduct exploratory tests. 2f. For purposes of this WMP, the selected volumes will be: <div>10.0; 1.0; 0.1; and 0.01</div>	from	to inoculate 5 tubes each of ml				2 -	16,000	10.0, 1.0,	0.1,	0.01	20 -	160,000	1.0, 0.1,	0.01,	0.001	200 -	1,600,000	0.1, 0.01,	0.001,	0.0001	2,000 -	16,000,000	.01, .001,	.0001,	.00001	20,000 -	160,000,000	.001, .0001,	.00001,	.000001	VII.B.3.1 (p. 9-46)
from	to inoculate 5 tubes each of ml																																
2 -	16,000	10.0, 1.0,	0.1,	0.01																													
20 -	160,000	1.0, 0.1,	0.01,	0.001																													
200 -	1,600,000	0.1, 0.01,	0.001,	0.0001																													
2,000 -	16,000,000	.01, .001,	.0001,	.00001																													
20,000 -	160,000,000	.001, .0001,	.00001,	.000001																													

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																													
B. First-day Procedures (Continued)	3. Enter information in laboratory data sheet to show sample inoculation volume for each series (row) of 5 tubes.	3a. Recommend showing sample inoculation volumes in ml or decimal amounts. Received _____ AM. _____ PM. Examined _____ pH _____ Observations _____ <table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Presumptive LLSTB</th><th colspan="2">Confirmed BGLBB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th></tr><tr><td>10</td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td></tr><tr><td>.1</td><td></td><td></td><td></td><td></td></tr><tr><td>.01</td><td></td><td></td><td></td><td></td></tr></table>	Amount Sample ml	Presumptive LLSTB		Confirmed BGLBB		24 hr	48 hr	24 hr	48 hr	10					1					.1					.01					
Amount Sample ml	Presumptive LLSTB			Confirmed BGLBB																												
	24 hr	48 hr	24 hr	48 hr																												
10																																
1																																
.1																																
.01																																
4. Lab Bench Disinfection	1. Disinfect laboratory bench; wipe dry.	1a. Sponge and disinfectant; paper toweling.																														

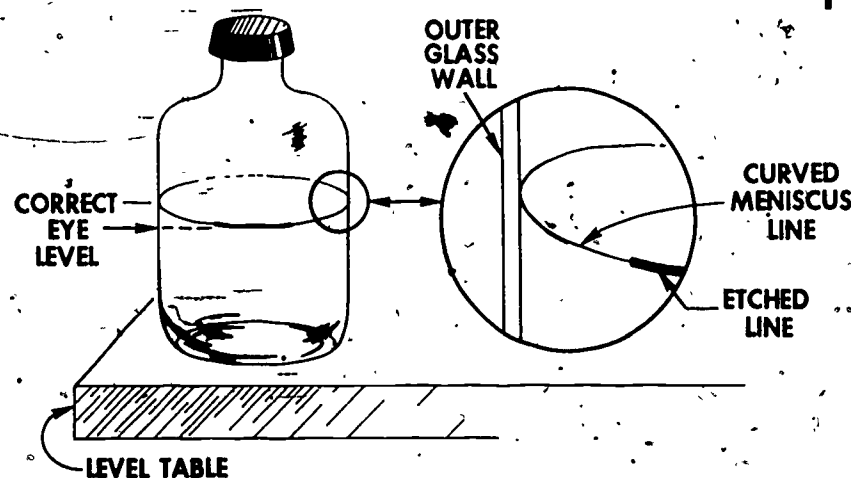
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WATER MONITORING PROCEDURE: Coliform Test by the Multiple
Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First-day Procedures (Continued) 5. Assembly and Labeling of Culture Medium	<p>1. Place 5 tubes of Lactose Lauryl Sulfate Tryptose Broth (LLSTB) in each of 4 rows in culture tube rack. (20 total tubes)</p> <p>2. Label tubes of culture medium to show sample number, sample volume, and position of tube in the series of 5 tubes per sample volume.</p>	<p>1a. First row of 5 tubes to contain 1.5X LLSTB (increased strength broth) and the next 3 rows to contain the single strength medium.</p> <p>2a. Use labeling code which allows instructor to follow manipulation of tubes by trainee throughout procedure.</p> <p>2b. Label every tube. Only the experienced worker should take short-cuts in labeling.</p> <p>2c. Use wax pencil. Soft wax equivalent to Blaisdell J69T is suggested.</p>	VII.B.5.2 (p. 9-47)
6. Sample Inoculations	<p><u>Row 1</u></p> <p>1. Shake sample vigorously.</p> <p>2. Deliver 10 ml of sample into each of tubes in Row 1.</p> <p><u>Row 2</u></p> <p>3. Deliver 1 ml of sample into each of tubes of Row 2.</p> <p><u>Row 3</u></p> <p>4. Deliver 0.1 ml of sample into each of tubes of Row 3.</p>	<p>1a. At least 25 shakes over space of at least 1 foot in 10 seconds or less.</p> <p>2a. Use the same originally sterile 10 ml pipet for each of the 5 tubes.</p> <p>2b. Discard pipet into discard tray.</p> <p>3a. Use the same originally sterile 1 ml pipet for each of the 5 tubes.</p> <p>3b. Do not contaminate (bench-top, hands, etc.) pipet as it will be needed further.</p> <p>4a. Use the 1 ml pipet (as used for Row 2) to deliver 0.1 ml into each of the 5 tubes.</p> <p>4b. Do not contaminate (bench-top, hands, etc.) pipet as it will be needed further.</p>	VII.B.6 I.B.6.1.1 (p. 9-48) (p. 9-36)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First-day Procedures (Continued)	<p>Row 4</p> <p>5. Deliver 1.0 ml of sample into 99 ml dilution blank.</p>	<p>5a. Water within 99 ml blank must have meniscus in line with etched bottle marking before sample delivery.</p>	
	<p>6. Shake dilution blank vigorously.</p> <p>7. Deliver 1 ml of dilution blank water into each of tubes of Row 4.</p>	<p>5b. Discard 1 ml pipet into discard tray.</p> <p>6a. As previously described.</p> <p>7a. Use a sterile 1 ml pipet.</p> <p>7b. Discard pipet into discard tray.</p>	



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WATER MONITORING PROCEDURE: Coliform Test by the Multiple Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>B. First-day Procedures (Continued)</p> <p>7. Incubation</p> <p>8. Processing Used Glassware</p> <p>9. Lab Bench Disinfection</p>	<p>1. After completion of sample inoculation into LLSTB, shake rack of cultures <u>gently</u>.</p> <p>2. Place rack(s) of cultures in incubator.</p> <p>1. Drain sample bottles, dilution bottles, and pipets into sink.</p> <p>2. Wash and dry bottles, pipets.</p> <p>1. Disinfect laboratory bench top; wipe dry.</p>	<p>1a. Mixes sample with culture medium. 1b. Avoid shaking air <u>into</u> fermentation vials.</p> <p>2a. 24 hours \pm 2 hours at $35 \pm 0.5^\circ$ C.</p> <p>1a. Sterilization unnecessary.</p> <p>2a. Meets original cleanliness requirements of glassware. 2b. Glassware ready for reuse.</p> <p>1a. Sponge, disinfectant, paper toweling.</p>	
<p>C. 24-Hour Procedures</p> <p>1. Equipment Maintenance</p> <p>2. Disinfection</p> <p>3. Reading and Recording of Results</p>	<p>1. Check, record, and adjust incubator temperature.</p> <p>2. Add water to pan in incubator as necessary.</p> <p>1. Disinfect laboratory bench top; wipe dry.</p> <p>1. Remove rack(s) of cultures from incubator to lab bench.</p>	<p>1a. See A.1.1-6.</p> <p>1a. See B.4.1.</p>	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																							
C. 24-Hour Procedures (Continued)	<p>2. Shake culture rack <u>gently</u>.</p> <p>3. Examine each tube for gas production and record results on data sheet.</p>	<p>2a. Hastens release of gas in supersaturated cultures</p> <p>2b. Must not shake air <u>into</u> fermentation vials.</p> <p>3a. If present, gas will be trapped in the fermentation vial.</p> <p>3b. Gas <u>in any quantity</u> is a positive test.</p> <p>3c. Vials with no gas are a negative test.</p> <p>3d. Each result appears on line corresponding with the tube label.</p> <p>3e. All results appear under the "24" of the LLSTB column.</p> <p>3f. Plus sign (+) means a gas-positive tube.</p> <p>3g. Minus sign (-) means a gas-negative tube.</p> <p>3h. Assume, for instruction purposes, that the following recordings result:</p> <div data-bbox="1011 817 1379 1445"> <p>pH _____ Observati.</p> <table border="1"> <thead> <tr> <th rowspan="2">Amount Sample ml</th><th colspan="2">Presumptive LLSTB</th><th>Confl. BGLBB</th></tr> <tr> <th>24 hr</th><th>48 hr</th><th>24 hr</th></tr> </thead> <tbody> <tr><td rowspan="5">10</td><td>+</td><td></td><td></td></tr> <tr><td>+</td><td></td><td></td></tr> <tr><td>+</td><td></td><td></td></tr> <tr><td>+</td><td></td><td></td></tr> <tr><td>+</td><td></td><td></td></tr> <tr><td rowspan="5">1</td><td>+</td><td></td><td></td></tr> <tr><td>-</td><td></td><td></td></tr> <tr><td>+</td><td></td><td></td></tr> <tr><td>+</td><td></td><td></td></tr> <tr><td>+</td><td></td><td></td></tr> <tr><td rowspan="5">.1</td><td>+</td><td></td><td></td></tr> <tr><td>-</td><td></td><td></td></tr> <tr><td>-</td><td></td><td></td></tr> <tr><td>-</td><td></td><td></td></tr> <tr><td>-</td><td></td><td></td></tr> <tr><td rowspan="5">.01</td><td>-</td><td></td><td></td></tr> <tr><td>-</td><td></td><td></td></tr> <tr><td>-</td><td></td><td></td></tr> <tr><td>-</td><td></td><td></td></tr> <tr><td>-</td><td></td><td></td></tr> </tbody> </table> </div>	Amount Sample ml	Presumptive LLSTB		Confl. BGLBB	24 hr	48 hr	24 hr	10	+			+			+			+			+			1	+			-			+			+			+			.1	+			-			-			-			-			.01	-			-			-			-			-			III.C.3.3 (p. 9-41)
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WATER MONITORING PROCEDURE: Coliform Test by the Multiple
Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. 24-Hour Procedures (Continued) 4. Transfers	<ol style="list-style-type: none"> 1. Label and assemble tubes of BGLBB. 2. Transfer each gas-positive tube of LLSTB to a labeled tube of BGLBB. 3. Return rack of tubes containing the negative LLSTB tubes and the freshly inoculated BGLBB tubes to the 35° C incubator. 	<ol style="list-style-type: none"> 1a. One tube of each LLSTB gas-positive tube. 1b. Each BGLBB tube label corresponds with label on gas-positive LLSTB tube. 1c. Labeled BGLBB tubes assembled in a culture tube rack in same relative position as gas-positive LLSTB tubes in their rack. In our example there will be eleven tubes of BGLBB required. 2a. Label on inoculated tube of BGLBB is the same as the label on the tube of LLSTB from which the transfer is made. 2b. 3 mm inoculation loop. 2c. Loop flame-sterilized before use and between successive transfers. 2d. One loopful per transfer. 2e. Place inoculated BGLBB tube into hole of rack previously occupied by the LLSTB tube from which the transfer was made. 2f. Place positive LLSTB tube into discard area after transfer is made. All discard tubes are to be sterilized prior to cleaning and reuse of caps and tubes. 3a. An additional 24 ± 2 hours at 35° ± 0.5° C. 	VII.C.4.2 (p. 9-50)
5. Processing Discarded Cultures	<ol style="list-style-type: none"> 1. Sterilize discarded LLSTB tubes. 2. Remove all labels from culture tubes. 	<ol style="list-style-type: none"> 1a. Autoclave: 15 minutes at 121° C. 2a. Best done while still warm after autoclave. 	

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WATER MONITORING PROCEDURE: Coliform Test by the Multiple Dilution Tube (MPN) Method

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. 24-Hour Procedures (Continued)	3. Empty sterilized cultures into sink.		
	4. Wash and dry culture tubes, fermentation vials, and tube caps.	4a. Meets original cleanliness requirements of glassware. 4b. Tubes and caps ready for reuse.	
6. Disinfection	1. Disinfect laboratory bench top; wipe dry.	1a. Sponge and disinfectant; paper toweling.	
D. 48-Hour Procedures			
1. Equipment Maintenance	1. Check, record, and adjust incubator temperatures.		
	2. Add water to pan in incubator as necessary.		
2. Disinfection	1. Disinfect lab bench top; wipe dry.		
3. Reading and Recording of Results	1. Remove the rack of cultures from the incubator to lab bench.		
	2. Shake culture rack gently.		
	3. Examine each tube for gas production and record results on data sheet.	3a. LLSTB tubes will be recorded under the "48" on the LLSTB column and the BGLBB tubes under the "24" column. 3b. Any amount of gas is always considered to be a "positive" result.	

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WATER MONITORING PROCEDURE: Coliform Test by the Multiple Dilution Tube (MPN) Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																																																																		
D. 48-Hour Procedures (Continued)		3c. Assume that our "test" now shows the following recordings: <div>Observations</div> <table><thead><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Presumptive LLSTB</th><th colspan="2">Confirmed BGLBB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48</th></tr></thead><tbody><tr><td rowspan="5">10</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td rowspan="5">1</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td rowspan="5">.1</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td rowspan="5">.01</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td rowspan="5">.00</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr></tbody></table>	Amount Sample ml	Presumptive LLSTB		Confirmed BGLBB		24 hr	48 hr	24 hr	48	10	+		+		+		+		+		+		+		+		+		+		1	+		+		+		+		+		+		+		+		+		+		.1	+		+		+		+		+		+		+		+		+		+		.01	+		+		+		+		+		+		+		+		+		+		.00	+		+		+		+		+		+		+		+		+		+		
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4. Transfers	1. Discard all of the BGLBB tubes which have the positive recordings. 2. Discard all LLSTB tubes which have the negative recordings.	1a. This will be a total of ten tubes. (See data sheet recordings in D.3.3.c). 2a. This will be a total of seven tubes (D.3.3.c). 2b. LLSTB tubes which show no gas production within 48 hours are to be considered as not having contained coliform bacteria.																																																																																																																			

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. 48-Hour Procedures (Continued)	<p>3. Re-incubate any BGLBB tubes which were negative and assemble for transfer any positive LLSTB tubes.</p> <p>4. Label required tubes of sterile BGLBB tubes.</p> <p>5. Transfer each of the two gas-positive LLSTB tubes to its corresponding tube of BGLBB.</p> <p>6. After each transfer, place LLSTB tubes in discard basket.</p> <p>7. Place inoculated BGLBB tubes in the $35^{\circ} \pm 0.5^{\circ} \text{C}$ incubator.</p> <p>7a. (Alternate) If no cultures for this test procedure remain to be incubated, proceed to Interpretation of Test Results and continue as directed.</p>	<p>3a. There will be one tube of BGLBB which must be re-incubated for an additional 24 hours at $35^{\circ} \pm 0.5^{\circ} \text{C}$.</p> <p>3b. There will be two positive LLSTB tubes.</p> <p>4a. Two tubes of BGLBB should be labeled to correspond to the two markings of the positive LLSTB tubes,</p> <p>5a. Use 3 mm loop which is flamed prior to entry into the LLSTB to avoid contamination or cross-contamination.</p> <p>5b. Use one loopful of transfer from the LLSTB to BGLBB.</p> <p>6a. Contaminated tubes are to be sterilized prior to cleaning operation.</p>	
5. Processing Discarded Tubes of Media	<p>1. Sterilize discarded media.</p> <p>2. Remove all labels from culture tubes.</p> <p>3. Empty sterilized cultures into sink.</p>		

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. 48-Hour Procedures (Continued)	4. Wash and dry culture tubes, fermentation vials, and tube caps.		
6. Disinfection	1. Disinfect laboratory bench top; wipe dry.		
E. 72-Hour Procedures			
1. Equipment Maintenance	1. Check, record, and adjust incubator temperatures.		
	2. Add water to pan in incubator as necessary.		
2: Disinfection	1. Disinfect lab bench top; wipe dry.		
3. Reading and Recording of Results	1. Remove cultures from incubator to lab bench.		
	2. Shake cultures gently.		

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																													
E. 72-Hour Procedures (Continued)	3. Examine each tube for gas production and record results on data sheet.	3a. In our continuing example, 3 tubes of BGLBB are to be examined - one of which will be a "48" entry and the other two of the "24" column entry. Assume the following recordings: amine pH Observations <table><thead><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Presumptive LLSTB</th><th colspan="2">Confirmed BGLBB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th></tr></thead><tbody><tr><td rowspan="4">10</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td rowspan="4">1</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td rowspan="4">.1</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td rowspan="4">.01</td><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td></tr></tbody></table>	Amount Sample ml	Presumptive LLSTB		Confirmed BGLBB		24 hr	48 hr	24 hr	48 hr	10	+		+		+		+		+		+		+		+		1	+		+		+		+		+		+		+		+		.1	+		+		+		+		+		+		+		+		.01	+		+		+		+		+		+		+		+		
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	4. Incubate any cultures which are still negative if they have not been incubated a full 48 hours.	4a. Since both "24 hour" recordings of the BGLBB have become positive, <u>NO</u> further culturings are necessary and one could proceed with the Interpretation of Test Results instead of the 96 hour procedure.																																																																														

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
4. Processing Discarded Tubes of Media	1. Sterilize discarded tubes of media.		
	2. Remove all labels from tubes.		
	3. Empty sterilized tubes into sink.		
5. Disinfection	1. Disinfect lab bench top; wipe dry.		
F. Interpretation of Test Results	1. Determine number of BGLBB tubes which are positive for each group of five tubes of equal sample volumes.	1a. NO consideration of Presumptive Test (LLSTB) for interpretation of test results. 1b. Our example (E.3.3) shows 5 positive 1st row 5 positive 2nd row 3 positive 3rd row 0 positive 4th row	II.F.1-2 (p. 9-37)

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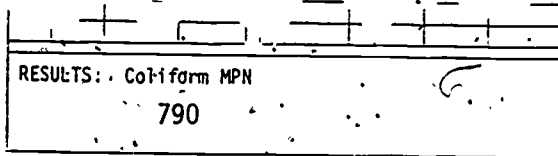
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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																			
F. Interpretation of Test Results (Continued)	4. Look up and record on the data sheet the MPN Index.	<p>4a. For the given example the location of the MPN index is shown by the arrow based on the 5-3-0 code.</p> <p>Table of Most Probable Numbers (MPN)</p> <table> <tr> <th colspan="3">No. of Tubes Giving Positive Reaction out of</th><th rowspan="2">MPN Index per 100 ml</th></tr> <tr> <th>5 of 10 ml Each</th><th>5 of 1 ml Each</th><th>5 of 0.1 ml Each</th></tr> <tr> <td>5</td><td>1</td><td>0</td><td>33</td></tr> <tr> <td>5</td><td>1</td><td>1</td><td>46</td></tr> <tr> <td>5</td><td>1</td><td>2</td><td>63</td></tr> <tr> <td>5</td><td>2</td><td>0</td><td>49</td></tr> <tr> <td>5</td><td>2</td><td>1</td><td>70</td></tr> <tr> <td>5</td><td>2</td><td>2</td><td>94</td></tr> <tr> <td>5</td><td>3</td><td>0</td><td>79</td></tr> </table>	No. of Tubes Giving Positive Reaction out of			MPN Index per 100 ml	5 of 10 ml Each	5 of 1 ml Each	5 of 0.1 ml Each	5	1	0	33	5	1	1	46	5	1	2	63	5	2	0	49	5	2	1	70	5	2	2	94	5	3	0	79	II.F.4 (p. 9-38)
No. of Tubes Giving Positive Reaction out of			MPN Index per 100 ml																																			
5 of 10 ml Each	5 of 1 ml Each	5 of 0.1 ml Each																																				
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5	2	1	70																																			
5	2	2	94																																			
5	3	0	79																																			
	5. Divide the MPN Index by the number of ml's of sample represented by the <u>middle digit</u> of the MPN Code. The number obtained is the MPN (Most Probable Number) per 100 ml of original sample.	5a. Calculates to be 790.	II.F.5 (p. 9-38)																																			

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
F. Interpretation of Test Results (Continued)	6. Record the calculated Total Coliforms per 100 ml on the laboratory data sheet.		II.F.6 (p. 9-38)
G. Reporting of Results	1. Report results as prescribed under regulatory requirements.		

WATER MONITORING PROCEDURE: Coliform Test by the Multiple
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TRAINING GUIDE

SECTION

TOPIC

I*	Introduction
II*	Educational Concepts - Mathematics
III*	Educational Concepts - Science
IV	Educational Concepts - Communications
V*	Field & Laboratory Equipment
VI	Field & Laboratory Reagents
VII*	Field & Laboratory Analyses
VIII	Safety
IX	Records and Reports

Training guide materials are presented here under the headings marked. These standardized headings are used through this series of procedures.

WATER MONITORING PROCEDURES: Coliform Test by the Multiple
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INTRODUCTION

Section I

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

B. 6.1.1

These MPN methods for determining bacterial numbers are based on the assumption that the bacteria can be separated from one another (by shaking or other means) resulting in a suspension of individual bacterial cells, uniformly distributed through the original sample when the primary inoculation is made.

Test procedures are based on certain fundamental assumptions:

- a. First, even if only one living cell of the test organisms is present in the sample, it will be able to grow when introduced into the primary inoculation medium;
- b. Second, growth of the test organism in the culture medium will produce a result which indicates presence of the test organism; and;
- c. Third, unwanted organisms will not grow, or if they do grow, they will not limit growth of the test organism; nor will they produce growth effects that will be confused with those of the bacterial group for which the test is designed.

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WATER MONITORING PROCEDURES:

Coliform Test by the Multiple Dilution Tube (MPN) Method

EDUCATIONAL CONCEPTS - MATHEMATICS

Section II

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
F.1-2	<p>For purely qualitative aspects of testing for indicator organisms, it is convenient to consider the tests applied to one sample portion, inoculated into a tube of culture medium; and the follow-up examinations and tests on results of the original inoculation. Results of testing procedures are definite: <u>positive</u> (presence of the organism-group is demonstrated or <u>negative</u> (presence of the organism-group is not demonstrated).</p> <p>The combination of positive and negative results is used in an application of probability mathematics to secure a single MPN value for the sample.</p> <p>To obtain MPN values, the following conditions must be met:</p> <ol style="list-style-type: none"> The testing procedure must result in one or more tubes in which the test organism <u>is</u> demonstrated to be present; and The testing procedure must result in one or more tubes in which the test organism is <u>not</u> demonstrated to be present. <p>The MPN value for a given sample is obtained through the use of MPN Tables. It is emphasized that the precision of an individual MPN value is not great when compared with most physical or chemical determinations.</p> <p>Standard practice in water tests made by most organizations is to plant five tubes in each of a series of sample increments, in sample volumes decreasing at decimal intervals.</p> <p>As an example, assume that all tubes were positive for a sample portion of 10 ml, all five tubes were positive on the portions of 1 ml, three of the five 0.1 ml portions were positive, and none of the five 0.01 ml portions were positive.</p> <p>The numbers, on the above example, would be 5-3-0.</p>	
F.3	<ol style="list-style-type: none"> Pursuing the above example, the code would be 5-3-0. Selection of codes is sometimes complicated. For further information study training guide notes and cited references. 	Std. Meth. 14:923. ff

WATER MONITORING PROCEDURES:Coliform Test by the Multiple
Dilution Tube (MPN) Method

EDUCATIONAL CONCEPTS - MATHEMATICS

Section II

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

F.4

1. Appears on MPN Table (attached to this Section)

2. Pursuing the given example, the MPN Index for
MPN Code 5-3-0 would be 79.

F.5

1. As indicated above, the middle digit is 3; and
it represents a sample portion of 0.1 ml. An
MPN Index of 79 divided by 0.1 is 790.

F.6

The Coliforms per 100 ml would be recorded as 790.

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WATER MONITORING PROCEDURES: Coliform Test by the Multiple
Dilution Tube (MPN) Method

EDUCATIONAL CONCEPTS - MATHEMATICS

Section II

TRAINING GUIDE NOTE				REFERENCES/RESOURCES
Table of Most Probable Numbers (MPN)				
No. of Tubes Giving Positive Reaction out of			MPN Index per 100 ml	
5 of 10 ml Each	5 of 1 ml Each	5 of 0.1 ml Each		
0	0	0	<2	
0	0	1	2	
0	1	0	2	
0	2	0	4	
1	0	0	2	
1	0	1	4	
1	1	0	4	
1	1	1	6	
1	2	0	6	
2	0	0	5	
2	0	1	7	
2	1	0	7	
2	1	1	9	
2	2	0	9	
2	3	0	12	
3	0	0	8	
3	0	1	11	
3	1	0	11	
3	1	1	14	
3	2	0	14	
3	2	1	17	
3	3	0	17	
4	0	0	13	
4	0	1	17	
4	1	0	17	
4	1	1	21	
4	2	2	26	
4	2	0	22	
4	2	1	26	
4	3	0	27	
4	3	1	33	
4	4	0	34	
5	0	0	23	
5	0	1	31	
5	0	2	43	

WATER MONITORING PROCEDURES: Coliform Test by the Multiple
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EDUCATIONAL CONCEPTS - MATHEMATICS

Section II

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

Table of Most Probable Numbers (MPN)

No. of Tubes Giving Positive
Reaction out of

MPN
Index
per
100 ml

5 of 10
ml Each

5 of 1
ml Each

5 of 0.1
ml Each

5

1

0

33

5

1

1

46

5

1

2

63

5

2

0

49

5

2

1

70

5

2

2

94

5

3

0

79

5

3

1

110

5

3

2

140

5

3

3

180

5

4

0

130

5

4

1

170

5

4

2

220

5

4

3

280

5

4

4

350

5

5

0

240

5

5

1

350

5

5

2

540

5

5

3

920

5

5

4

1600

5

5

5

52400

450

WATER MONITORING PROCEDURES: Coliform Test by the Multiple Dilution Tube (MPN) Method

EDUCATIONAL CONCEPTS - SCIENCE

Section III

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
C.3.3	<p>Interpretation of results on LLSTB:</p> <p>Development of gas in this medium indicates that the lactose has been fermented. Fermentation of lactose with gas production is a basic characteristic of coliform bacteria. To meet the definition of coliforms, gas must be produced from lactose within 48 hours after being placed in the incubator. If a culture develops gas only after <u>more than 48 hours incubation</u>, then, by definition, it is <u>not a coliform</u>.</p> <p>Meeting previously discussed assumptions (See I.B.6.L.1) usually makes it necessary to conduct the tests in a series of stages.</p> <p>Features of a full, multi-stage test:</p> <ol style="list-style-type: none"> <u>First stage</u>: The culture medium usually serves primarily as an enrichment medium for the group tested. A good first-stage growth medium should support growth of <u>all</u> the living cells of the group tested, and it should include provision for indicating the presence of the test organism being studied. A first-stage medium may include some component which inhibits growth of <u>ex-traneous</u> bacteria, but this feature <u>never</u> should be included if it also inhibits growth of any cells of the group for which the test is designed. The Presumptive Test for the coliform group is a good example. The medium supports growth, presumably, of all living cells of the coliform group; the culture container has a fermentation vial for demonstration of gas production resulting from lactose fermentation by coliform bacteria, if present; and sodium lauryl sulfate may be included in one of the approved media for suppression of growth of certain non-coliform bacteria. This additive apparently has no adverse affect on growth of members of the coliform group in the concentrations used. If the result of the first-stage test is negative, the study of the culture is terminated, and the result is recorded as a negative test. No further study is made of negative tests. If the result of the first-stage test is positive, the culture may be subjected to further study to verify the findings of the first stage. 	

WATER MONITORING PROCEDURES: Coliform Test by the Multiple Dilution Tube (MPN) Method

FIELD AND LABORATORY EQUIPMENT

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.1	Incubator must be of sufficient size for daily work load without causing crowding of tubes to be incubated. Considerations for choice of incubator type must relate to reliability of operation and not to cost or attractiveness of equipment.	
A.1.1	Incubator should be kept out of drafts or direct sunlight in order to prevent temperature inside the incubator from changing outside the temperature range specified ($35^{\circ} \pm 0.5^{\circ}$). Power supply should be selected so that there will not be too many pieces of equipment on the same circuit. Otherwise, circuits will be blown repeatedly.	Standard Methods for the Examination of Water and Wastewater, 14th ed. (1975) APHA, WPCF, AWWA, p. 880 (Hereafter referred to as: Std. Meth. 14: (page no.)
A.1.2	Mercury bulb thermometer usually used in most incubators. Recording thermometer is acceptable, but, it should be calibrated against a mercury bulb thermometer which has been certified by National Bureau of Standards. The NBS certified thermometer always should be used with its certificate and correction chart.	
A.1.3	Saturated relative humidity is required in order to make the incubation more efficient (heat is transferred to cultures faster than in a dry incubator). Furthermore, culture medium may evaporate too fast in a dry incubator.	
A.1.5	Allow enough time after each readjustment to permit the incubator to stabilize before making a new adjustment. At least one hour is suggested.	
A.1.6	Incubator temperature can be held to much closer adjustment if operated continuously. Temperature records should be kept in some form of permanent record. A temperature record book is suggested with daily recording of values. If a recording thermometer is used, the charts may be kept as permanent record; if so, be sure that the charts are properly labeled to identify the incubator and the period covered. Uniform temperature ($35^{\circ} \text{C} \pm 0.5$) is to be maintained on shelves in use.	

WATER MONITORING PROCEDURES: Coliform Test by the Multiple
Dilution Tube (MPN) Method

FIELD AND LABORATORY EQUIPMENT

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.2.1-5	<p>Since electric sterilizer will be operated intermittently, care should be taken that it is on a circuit which will not be overloaded when it is turned on.</p> <p>A time and temperature record is maintained for each sterilization cycle. Temperature recordings can be retained for records.</p>	Std. Meth. 14:881
A.3.1	<p>Autoclaves differ greatly in design and in method of operation. Some are almost like home-style pressure cookers; others are almost fully automatic. This is a subject which requires separate instruction; and should be related to the exact make and model of equipment you will use in your own laboratory.</p> <p>Vertical autoclaves and household pressure cookers may be used in emergency service if equipped with pressure gages and thermometers with bulbs positioned 1 inch above the water level. However, they are not to be considered the equivalent of the general purpose steam sterilizer recommended for permanent laboratory facilities. Their small size is inadequate for large-volume work loads, and they can be difficult to regulate.</p> <p>The following requirements must be met regarding autoclaves or sterilizing units:</p> <ol style="list-style-type: none"> Reaches sterilization temperature (121°C), maintains 121°C during sterilization cycle, and requires no more than 45 min. for a complete cycle. Pressure and temperature gages on exhaust side and an operating safety valve. No air bubbles produced in fermentation vials during depressurization. Record maintained on time and temperature for each sterilization cycle. 	Std. Meth. 14:881
A.4.1-2	<p>Distilled water in a bacteriological laboratory must not contain substances which will prevent any bacteria from growing in culture medium in which the distilled water is used or will be highly nutritive. There are procedures for testing quality of distilled water; but these should be undertaken only by professional bacteriologists or in laboratories where this is done regularly. Use only glass stills or block tin lined stills.</p>	St. Meth. 14:645-49 14:888-891

WATER MONITORING PROCEDURES: Coliform Test by the Multiple Dilution Tube (MPN) Method

FIELD AND LABORATORY EQUIPMENT

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.5.1	pH Meter: See cited reference.	Std. Meth. 14:882
A.6.1-4a	Glassware: See cited reference on pipets and graduated cylinders, media utensils, bottles.	Std. Meth. 14:882-885
A.6.1-4b	Glassware can be checked for bacteriostatic or inhibitory residues by a bacteriological test procedure which, like the distilled water suitability test, should be undertaken only by professional bacteriologists or in laboratories where this test is done on a regular basis.	
A.9.1-6	Sample bottles: Wide-mouthed, glass-stoppered bottles suggested, but other styles acceptable. If glass-stoppered bottles are used, a strip of paper should be placed in the neck of the bottle before placing the stopper in place in preparation for sterilization. This prevents the glass stopper from "freezing" in place during sterilization. The paper strip is discarded at the time of sample collection.	Std. Meth. 14:884 14:904
A.10.1-6	Pipets: This procedure is described in terms of reusable glass pipets. However, single-service prepackaged glass or plastic pipets may be purchased and used, if preferred. In case of use of single-service pipets, they will be sterile when purchased, are used one time, and discarded immediately after use. Accordingly, in the step-by-step procedures disregard any instructions about preparation of pipets for reuse in case of using single-service pipets.	Std. Meth. 14:882-883
A.10.7	Passing the opened can of pipets through a flame burns off excess cotton wisps sticking out of the mouthpiece of the pipet. If this is not done, it is almost impossible to control sample measurement accurately. Some workers may elect to accomplish this step prior to the sterilization procedure.	
A.11.1.1d	See cited reference. In time, this solution will become mold-infested. At this time it should be discarded and a new stock solution prepared.	Std. Meth. 14:892

WATER MONITORING PROCEDURES: Coliform Test by the Multiple Dilution Tube (MPN) Method

FIELD AND LABORATORY EQUIPMENT

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.11.4	<p>Dilution water preparation:</p> <p>Measurement of dilution water into bottle with a 100 ml graduated cylinder is time-consuming, but effective. An automatic pipetting machine can be considered a luxury, but is a real time-saver.</p>	
A.11.5	<p>If caps are not placed on bottles of dilution water loosely, they may crack in autoclave; furthermore, steam will not be able to get in contact with the material being sterilized. After sterilization, tightening caps on bottles of distilled water will permit them to be kept for long periods.</p>	
A.11.6	<p>Always pack material loosely and away from walls in autoclave when preparing to sterilize. Steam must flow freely around materials being sterilized.</p>	
A.11.8	<p>If water should evaporate noticeably or become contaminated by microbial growth, the bottle of distilled water should be discarded.</p>	
A.12.3b	<div data-bbox="405 1202 1043 1681" data-label="Image"> <p>Funnel, Hose, and Pinchcock Assembly</p> <p>Funnel</p> <p>Pinchcock</p> <p>Hose</p> <p>Glass Tube</p> <p>NOTE: Unit need not be sterile for medium delivery only.</p> </div>	

Coliform Test by the Multiple Dilution Tube (MPN) Method

Section VII

REFERENCES/RESOURCES

There is no such thing as a "standard" data sheet for bacteriological tests. A simplified data sheet is shown below.

In this procedure, it is recommended that the worker learn to select a series of 4 sample volumes in decreasing amounts as indicated.

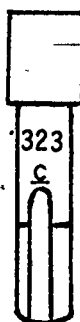
It is possible to use as few as three sample volumes, but often the worker will fail to get a measurable result. On the other hand, one could have 5, 6, or even more sample volumes in decreasing amounts:

[illegible]

WATER MONITORING PROCEDURES: Coliform Test by the Multiple Dilution Tube (MPN) Method

FIELD AND LABORATORY ANALYSES

Section VII

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES																				
B.5.2	<p>Suggested labeling code for tubes:</p> <ol style="list-style-type: none">1. Every tube shows the laboratory bench number (323 in example shown below).2. Below the laboratory bench number on each tube will be found a code symbol which represents the sample volume and the tube of each series of five. Thus: <table><tr><th>Sample volume, ml</th><th>Tubes are labeled</th></tr><tr><td>10.0</td><td>A B C D E</td></tr><tr><td>1.0</td><td>a, b, c, d, e</td></tr><tr><td>0.1</td><td>a, b, c, d, e</td></tr><tr><td>0.01</td><td>1a, 1b, 1c, 1d, 1e</td></tr><tr><td>0.001</td><td>2a, 2b, 2c, 2d, 2e</td></tr><tr><td>0.0001</td><td>3a, 3b, 3c, 3d, 3e</td></tr><tr><td>0.00001</td><td>4a, 4b, 4c, 4d, 4e</td></tr><tr><td>0.000001</td><td>5a, 5b, 5c, 5d, 5e</td></tr><tr><td>0.0000001</td><td>6a, 6b, 6c, 6d, 6e</td></tr></table> <p>etc., etc.</p> <ol style="list-style-type: none">3. For example, a tube might look something like this, to represent sample No. 323, with the middle tube of a series of five representing 0.1 ml:	Sample volume, ml	Tubes are labeled	10.0	A B C D E	1.0	a, b, c, d, e	0.1	a, b, c, d, e	0.01	1a, 1b, 1c, 1d, 1e	0.001	2a, 2b, 2c, 2d, 2e	0.0001	3a, 3b, 3c, 3d, 3e	0.00001	4a, 4b, 4c, 4d, 4e	0.000001	5a, 5b, 5c, 5d, 5e	0.0000001	6a, 6b, 6c, 6d, 6e	
Sample volume, ml	Tubes are labeled																					
10.0	A B C D E																					
1.0	a, b, c, d, e																					
0.1	a, b, c, d, e																					
0.01	1a, 1b, 1c, 1d, 1e																					
0.001	2a, 2b, 2c, 2d, 2e																					
0.0001	3a, 3b, 3c, 3d, 3e																					
0.00001	4a, 4b, 4c, 4d, 4e																					
0.000001	5a, 5b, 5c, 5d, 5e																					
0.0000001	6a, 6b, 6c, 6d, 6e																					
																						

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WATER MONITORING PROCEDURES:

Coliform Test by the Multiple Dilution Tube (MPN) Method

FIELD AND LABORATORY ANALYSES

Section VII

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

B.6.

Multiple dilution tube tests for quantitative determinations apply a Most Probable Number (MPN) technique. In this procedure one or more measured portions of each of a series of decreasing sample volumes is inoculated into the first-stage culture medium. Through decreasing the sample increments, eventually a volume is reached where only one cell is introduced into some tubes. Each of the several tubes of sample-inoculated first-stage medium is tested independently, according to the principles described.

Another way to represent sample dilution and inoculation is shown below. Sample dilutions are made as needed during the inoculation procedure; they are not made up before starting to inoculate tubes of culture medium. Bacteria shall not be suspended in any dilution water for more than 30 minutes at room temperature.

Table of sample portions

To get (ml)		Deliver (ml)	From (sample preparations)
1.0		1.0	original sample
0.1	(1:10)	0.1	original sample
0.01	(1:100)	1.0	1:100 dilution
0.001	(1:1000)	0.1	1:100 dilution
0.0001	(1:10000)	1.0	1:10000 dilution
0.00001	(1:100000)	0.1	1:10000 dilution
0.000001	(1:1000000)	1.0	1:1000000 dilution

Dilutions of original samples

To get	Deliver to 99-ml blank	From
1:100	1 ml	Original sample
1:10000	1 ml	1:100 dilution
1:1000000	1 ml	1:10000 dilution

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WATER MONITORING PROCEDURES:

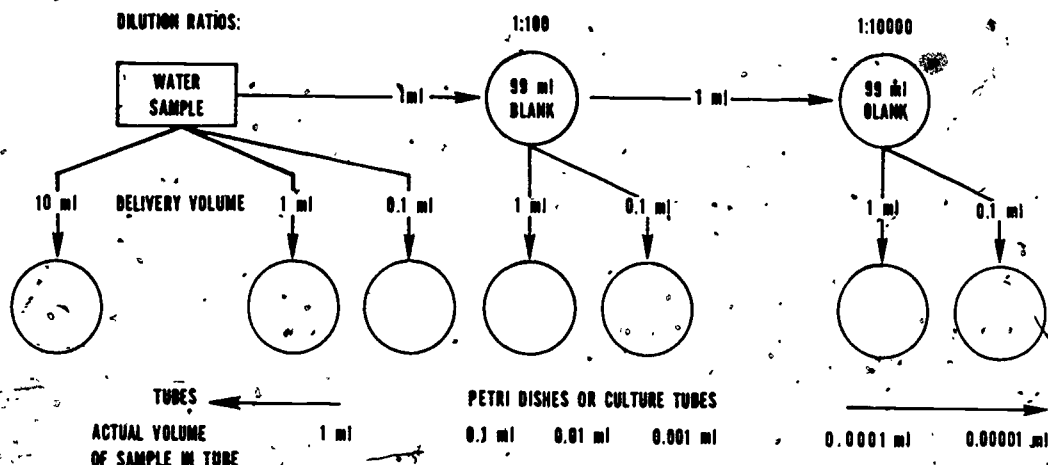
Coliform Test by the Multiple Dilution Tube (MPN) Method

FIELD AND LABORATORY ANALYSES

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TRAINING GUIDE NOTE

REFERENCES/RESOURCES



WATER MONITORING PROCEDURES:Coliform Test by the Multiple
Dilution Tube (MPN)-MethodFIELD & LABORATORY ANALYSES

Section VII

TRAINING GUIDE NOTEREFERENCES/RESOURCES

C.4.2

Transfers of LLSTB

Std. Meth..14:922

Transfers can be made, as indicated, with a wire loop having a diameter of at least 3 mm. An alternate method of transfer authorizes the use of an "applicator stick" which is a single service hardwood transfer device. Its dimensions are 0.2 to 0.3 cm in diameter and 2.5 cm longer than the test tube used in the analysis. The term single service denotes that the stick is pre-sterilized and used for a single transfer (LLSTB to BGLBB) and then discarded in the pan containing disinfectant and a new sterile stick used for the next tube to be transferred. Use of this stick technique makes the gas burner unnecessary for the transfer process.

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A. PROTOTYPE FOR DEVELOPMENT OF
ROUTINE OPERATIONAL PROCEDURES

for the

COMPLETED TEST FOR THE MPN METHOD

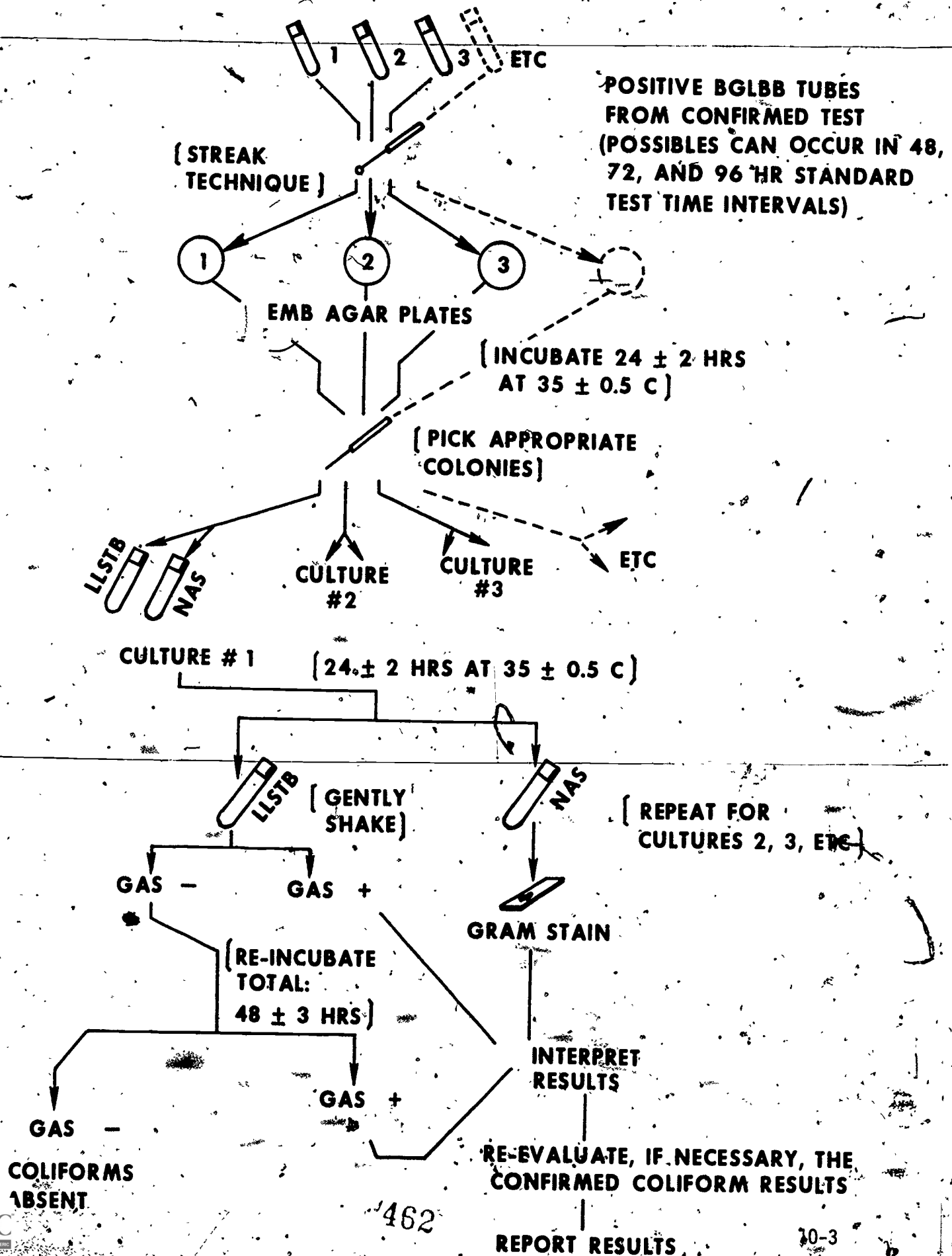
as applied in

WATER TREATMENT FACILITIES
WASTEWATER TREATMENT FACILITIES
and in the
MONITORING OF EFFLUENT WASTEWATERS

National Training and Operational Technology Center
Municipal Operations and Training Division
Office of Water Program Operations
U.S. Environmental Protection Agency

BA:MET.1ab.WMP.6.5.78

COMPLETED TEST SCHEMATIC



WATER MONITORING PROCEDURE: Completed Test for the MPN Method

1. Analysis Objectives:

In control testing, this test is part of the Standard Test for Coliforms and is one of the two tests of choice for reporting purposes. The completed test should be applied to such a proportion of tests as to establish beyond reasonable doubt the value of the confirmed test in determining the sanitary quality of water, and, as a rule of thumb, applied to at least ten (10) percent of all positive samples. When a specific sample is being tested, the completed test is applied to all positive confirmed tubes of that sample.

2. Brief Description of Analysis:

All positive tubes of BGLBB (Brilliant green lactose bile broth) from the confirmed test of the Standard Coliform MPN Test are individually and aseptically transferred onto EMB Agar by the streaking technique. After incubation for 24 ± 2 hours at $35 \pm 0.5^\circ\text{C}$, one or more typical isolated colonies (dark-centered with or without sheen) or two or more atypical colonies (opaque; un-nucleated; mucoid; or pink) if only these are present, are selected from each plate and transferred to LLSTB (lactose lauryl sulfate tryptose broth) and a nutrient agar slant (NAS). Each pure culture is incubated for 24 ± 2 hours at $35 \pm 0.5^\circ\text{C}$ on these media and then inspected for gas formation (LLSTB) and growth (NAS). A gram stain is prepared from each NAS at this time with the slant aseptically (sterile technique) manipulated and then preserved under refrigeration for possible future need. A positive (gaseous) LLSTB is data recorded and discarded while a negative (non-gaseous) tube is re-incubated for an additional 24 hours (total of 48 ± 3 hours) when it is again inspected for gas production. Coliforms are considered to have populated the original BGLBB tubes if pure culture, gram-negative, non-spore forming rods which gaseously fermented lactose were isolated by this procedure. Any other results are considered to be the actions of non-coliforms except in the case of lactose fermenters which are caused by mixed culture (two or more different organisms consisting of gram-positive and gram-negative forms). In this case, the retained nutrient agar slant is restreaked on EMB and the subsequent procedures repeated to attempt to isolate a pure culture with the coliform characteristics.

Adjustments, if any, are made to the tube codings and the MPN re-calculated to give a MPN completed result which is now the required reportable result.

This procedure conforms to the Standard Total Coliform MPN Test as described in Standard Methods for the Examination of Water and Wastewater, 14th Edition (1975), p. 916 ff.

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

Equipment and Supply Requirements

A. Capital Equipment:

1. *Incubator, air, to operate at $35^{\circ} \pm 0.5^{\circ}\text{C}$
2. *Oven, hot air, sterilizing-drying, to give uniform temperatures and with suitable thermometer to register accurately in range of $160\text{--}180^{\circ}\text{C}$
3. *Autoclave, providing uniform temperatures up to and including 121°C , equipped with an accurate thermometer, pressure gauges, saturated steam power lines and capable of reaching required temperature within 30 minutes
4. Balance, 0.1 g sensitivity at load of 150 g
5. pH Meter, accurate to at least 0.1 pH unit, with standard pH reference solution(s)
6. Water distillation apparatus, (glass or block tin), or source of distilled water suitable for bacteriological operations
7. Microscope, compound, oil immersion lens, Abbe condenser

B. Reusable Supplies:

1. Apron or coat suitable for laboratory
2. Baskets, wire for discarded cultures
3. Tubes, culture*, 150 x 18 mm (metal caps for fermentation and screw-cap for slants)
4. Tubes, fermentation*, 75 x 10 mm vials to be inverted in culture tubes
5. Inoculation loop and needle, 3 mm diameter for loop and both of nichrome or platinum-iridium wire, 26 B&S gauge, in holders
6. Hotplate with magnetic whirl feature, if desired
7. Burner, gas, Bunsen burner type
8. Sponge, for cleaning desk top
9. Counter, colony, Quebec type, Darkfield Model with guide plate
10. Racks, culture type*, 10 x 5 openings, to accept tubes at least 25 mm in diameter
11. Pan, to receive discarded contaminated pipets and glassware (must contain disinfectant before use)
12. *Flasks, Erlenmeyer, 500 ml; 300 ml; 250 ml
13. *Cylinder, 500 ml; 250 ml

C. Consumable Supplies:

1. Bibulous paper
2. Dishes, petri, 100 x 15 mm sterile plastic, disposable
3. Disinfectant, for bench tops. (Can use household bleach solution prepared according to instructions on bottle.)
4. Distilled water, suitable for bacteriological cultures (Note distillation apparatus required in capital equipment.)
5. Eosin methylene blue agar, dehydrated (Levine modification)
6. Gram stain solutions, complete set
7. Lactose Lauryl Sulfate Tyryptose Broth, dehydrated
8. Nutrient agar, dehydrated
9. Slides, microscopic, glass 1" x 3"

WATER MONITORING PROCEDURE: ~~Completed Test for~~ the MPN Method.

10. Foil, aluminum
11. Matches or striker
12. Wax pencils (recommend soft as equivalent to Blaisdell 169T)

*Items marked are needed in quantities or require size or space allowances which cannot be specified here, as they vary according to the daily analysis schedule. As a rule-of-thumb, space/size or quantity requirements should be at least 3 times the normal daily requirements. For further information on specifications for equipment and supplies, see the Microbiology Section of the current edition of "Standard Methods for the Examination of Water and Wastewater."

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures		Aa. All pre-test procedures completed before starting other first-day procedures.	
1. 35°C Incubator Set-up, Adjustment	1. Place 35°C incubator in permanent location.	1a. Out of drafts or places where it will be in sunlight part of day. 1b. Location convenient to laboratory bench 1c. Convenient source of electric power.	V.A.1 A.A.1.1 (p. 48)
	2. Install thermometer.	2a. Thermometer functions at least in 30°-40°C range and have intervals of 0.5° or less indicated. Meets NBS standards. 2b. Location should be central in incubator. 2c. Mercury bulb thermometer should be fitted with cork or rubber stopper and mounted in small bottle filled with liquid (glycerine, water, or mineral oil).	V.A.1.2 (p. 48)
	3. Install shallow pan of water in bottom of incubator.	3a. In most incubators a pan having about 1 square foot of area, with water about 1 inch deep, is satisfactory. 3b. Maintains condition of saturated relative humidity, <u>required</u> in bacteriological incubator. 3c. Requires daily check, with addition of water as necessary, to keep water in pan at all times.	V.A.1.3 (p. 48)
	4. Connect incubator to electric power source.	4a. Many incubators have pilot light to indicate power turned on.	
	5. Adjust temperature until stabilized at required temperature.	5a. Manufacturer's instructions for method temperature adjustment. 5b. Operation must be at 35° ± 0.5°C. 5c. Allow about 1 hour between adjustments.	V.A.1.5 (p. 48)
	6. Operate bacteriological incubator continuously.	6a. Requires daily check with written temperature record, with adjustment and water addition as necessary.	V.A.1.6 (p. 48)

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued) 2. Oven, Sterilizer- Dryer Set-up	1. Place oven sterilizer in permanent location. 2. Install thermometer. 3. Connect oven sterilizer to power source and turn on. 4. Adjust temperature to stabilize at required temperature. 5. Operate oven sterilizer only when needed. Turn off when not in use.	1a. Convenient to source of electric power usually on table or bench. 2a. Should indicate the 160°-180° range, be accurate within this interval, and be marked in 1.0° degree intervals. 3a. Usually has pilot light to indicate power on. 4a. Operated as near to 170°C as possible; not lower than 160° or higher than 180°C. 5a. Unless materials are "heat shocked" adversely, oven is turned ON in advance of need to permit reaching required temperature before introducing material. 5b. Oven used to sterilize or dry glassware, metal objects. 5c. Oven sterilizer <u>not</u> used with culture media, solutions, plastics, rubber objects, or with anything containing or including these. 5d. Paper-wrapped glass, pipets, graduates, flasks, etc. may be sterilized in oven sterilizer.	V.A.2.1-5 (p. 49)
	3. Autoclave Set-up 1. Install and operate autoclave according to manufacturer's instructions.	1a. Autoclaves extremely variable in design and operation; also, potentially dangerous. 1b. Used to sterilize objects made of, or including liquids, rubber, culture media. 1c. Glassware <u>may</u> be autoclave sterilized but must be dried afterward. 1d. Most plastics <u>not</u> sterilized in autoclave; plastics usually require chemical sterilizers. 1e. Autoclave usually operated at 121°C for 15 minutes. 1f. Sterilized media must be removed from autoclave as soon as possible after autoclave is reopened.	V.A.3.1 (p. 49)

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)			
4. Water Distillation Equipment	<ol style="list-style-type: none"> 1. Install and operate in accordance with manufacturer's instructions. 2. Operate as required to maintain adequate supplies of distilled water. 	<ol style="list-style-type: none"> 1a. Must produce distilled water meeting quality requirements for bacteriological tests. 2a. Reserve supplies kept in borosilicate glass carboys or in plastic carboys made of material which will not dissolve substances which will affect growth of bacteria. 2b. Same distillation apparatus used for bacteriological purposes may be used for chemical reagents. 	V.A.4.1-2 (p. 49)
5. pH Meter	<ol style="list-style-type: none"> 1. Have unit available and operable. 	<ol style="list-style-type: none"> 1a. Unit for pH check on finished culture media. 	V.A.5.1 (p. 50)
6. Glassware	<ol style="list-style-type: none"> 1. Wash all glassware in hot detergent solution. 2. Rinse at least once in hot tap water. 3. Rinse in distilled water, at least 6 successive times and, 4. Dry in air or oven. 	<ol style="list-style-type: none"> 1a. Nontoxic detergent. 1b. Be sure <u>all</u> contents and markings are washed away. 4a. No visible spots or scum; glass should be clean and sparkling. 4b. Glassware suitable for use in bacteriological operations. 	V.A.6.1-4a (p. 50)
7. Preparation of Lactose Lauryl Sulfate Tryptose Fermentation Broth (LLSTB)	<ol style="list-style-type: none"> 1. Weigh 8.9 grams of dehydrated Lactose Lauryl Sulfate Tryptose Broth. Close cover of bottle of dehydrated medium <u>tightly</u> after removal. 	<ol style="list-style-type: none"> 1a. Dehydrated media takes moisture out of air; can become caked. 1b. Caked media unsatisfactory; should be discarded. 	V.A.6.4b (p. 50)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	2. Dissolve in 250 ml distilled water.	2a. Use a 500 ml Erlenmeyer flask. 2b. Gentle heat (no boiling) if necessary to complete dissolving medium. Usually a vigorous agitation will completely dissolve the medium.	
	3. Place 10.5 ml of the solution of prepared LLSTB in each culture tube.	3a. Use 150 x 18 mm tubes. 3b. A 25 ml pipet, automatic pipetter, or funnel, hose and pinchcock assembly are acceptable. 3c. Accuracy of delivery: ± 0.5 ml. 3d. Approximately 23 tubes will be necessary.	V.A.7.3 (p. 50)
	4. Insert one fermentation vial into each tube of medium, open end down.	4a. Tubes and vials washed as indicated previously. 4b. Use 75 x 10 mm tubes.	
	5. Place tube cap on each tube of culture medium.	5a. After all tubes have been filled and have individual vial.	
	6. Sterilize in autoclave.	6a. Within 1-hour after medium prepared. 6b. Sterilization at 121°C for 15 minutes. 6c. Medium must be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" mode of steam removal.	
	7. Cool medium to room temperature.	7a. Medium ready for use when cool and individual vials are completely filled with fluid. No bubbles must be present. Wait for complete cooling before checking for bubbles.	
	8. Check pH of finished medium.	8a. Should be pH 6.7-6.9. It is rare that deviations occur with this preparation.	
	9. If final pH not satisfactory, discard medium and prepare new batch with pH adjustment before sterilization.	9a. pH value ordinarily drops about 0.2 pH unit. 9b. Check for dirty glassware, acid residues in glassware, etc.	

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedures (Continued)</p> <p>8. Preparation of Eosin Methylene Blue Agar (EMB Agar)</p>	<p>10. Store medium in cool, dark place.</p>	<p>10a. Not in refrigerator. Usually in laboratory cabinet in darkness.</p> <p>10b. May be stored up to 1 week if evaporation not more than 10% in loose-fitting capped tubes. With screw-capped tubes, it should be held no longer than 3 months.</p>	
	<p>1. Weigh 7.5 grams of dehydrated eosin methylene blue agar. Close cover of bottle of dehydrated medium <u>tightly</u> after removal.</p> <p>2. Dissolve in 200 ml distilled water.</p> <p>3. Sterilize medium in autoclave.</p> <p>4. Cool medium to 50-60°C and pour into sterile petri dishes.</p>	<p>1a. Use only Levine's Modification as this medium has a number of modifications for differing purposes.</p> <p>1b. Dehydrated media takes moisture out of air; can become unacceptably caked.</p> <p>2a. Use a 300 ml Erlenmeyer flask with double layer foil cap.</p> <p>2b. Heat to boiling to dissolve completely. Do not prolong boiling.</p> <p>2c. Frequent agitation is necessary to prevent burning of medium.</p> <p>2d. All of the agar must be in solution. Agar will be recognized as particulate matter along the sides of the flask. Gently swirl flask until all of this material is off of sides and into medium.</p> <p>3a. For 15/15 to effect complete sterilization (15 psi for 15 minutes).</p> <p>3b. Medium must be removed from autoclave as soon as possible after pressure has returned to normal. Use "slow-vent" mode of steam removal.</p> <p>4a. Can also be poured "hot" from autoclave with precautions, such as using asbestos glove, for personal protection.</p>	<p>V.A.8.2c (p. 50)</p>

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	5. Allow dishes to cool to room temperature and then dry.	<p>4b. A flocculant may form after autoclaving. Swirl flask gently during plate (dish) filling.</p> <p>4c. About 10-12 mls/plate. About 15 plates will be required.</p> <p>4d. Cover plates as they are poured. Do not place covers on bench where they can become contaminated.</p> <p>5a. Agar will solidify and allow plate to be moved without disturbing medium.</p> <p>5b. Invert plates (turn upside down) and place in 35° incubator overnight. This will allow plates to dry and remove excess moisture.</p> <p>5c. Plates can be used when agar surface is "dry" (does not have water droplets).</p>	
	6. Check pH of one of the plates.	<p>6a. Insert pH meter probes into the agar medium using one of the plates of the batch.</p> <p>6b. Should read 7.0-7.2.</p> <p>6c. Discard plate after measuring pH. Alternately, to save medium, one could fill a small clean receptacle, or, a 60 x 15 mm petri dish, for this check.</p> <p>6d. Out of range reading denotes unacceptable procedure, equipment or materials used (dirty glassware, poor water supply, overheating, etc.). Discard plates and rectify problem.</p>	
	7. Label and date batch of plates. Store either at room temperature when use is made of plates within several days or in sealed plastic bags, at 4°C.	7a. Can be kept for one month under refrigeration as described. Plates may have to be re-dried in the incubator overnight (inverted) after removal from refrigerator.	


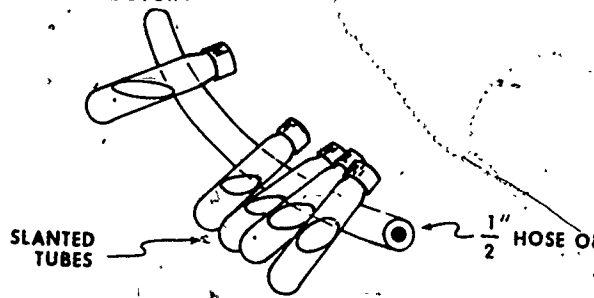
WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued) 9. Prepare Gram-Stain Solutions	1. Prepare solutions as recommended by manufacturer.	1a. Premixed dyes will probably only require dilution. 1b. If desirous to prepare dyes from scratch, consult Standard Methods for procedure.	Std. Meth. 14:918-9T9
10. Prepare Nutrient Agar Slants (NAS)	2. Place in dropper bottles for use.		
	1. Weigh 2.9 grams of dehydrated Nutrient Agar. Close cover of bottle of dehydrated medium <u>tightly</u> after removal.	1a. Dehydrated media takes moisture out of air; can become caked. 1b. Caked media unsatisfactory; should be discarded.	
	2. Dissolve in 125 ml distilled water.	2a. Use a 250 ml Erlenmeyer flask with double layer foil cap. 2b. Heat to boiling to completely dissolve. 2c. Frequent agitation is necessary to prevent burning of medium. 2d. All of agar must be in solution. Agar will be recognized as particulate matter along the sides of the flask. Gently swirl flask until all of this material is off of sides and into medium.	See V.A.8.2c (p. 50)
	3. Dispense 6-7 mls of medium into screw-cap tubes.	3a. Use 150 x 18 mm screw-cap tubes. 3b. A 10 ml pipet, automatic pipetter; or funnel, hose, and pinchcock assembly are acceptable. 3c. Approximately 25 tubes will be required.	See V.A.7.3 (p. 50)
	4. Place screw caps loosely on each tube which are packed loosely in a test tube rack, beaker, etc.	4a. Allows steam to penetrate to medium.	
	5. Sterilize tubes in autoclave.	5a. For 15/15 to effect complete sterilization (15 psi for 15 minutes). Remove medium as soon as possible after cycle (slow vent mode) is completed.	See V.A.3.1 (p. 49)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pre-Test Procedures (Continued)	6. Tighten caps and slant hot medium.	<p>6a. Tight caps will prevent further loosening and possible contamination.</p> <p>6b. Necessary to slant while hot so that medium will not solidify in upright position.</p> <p>6c. "Slanting" is done to allow a large surface area for growth of bacteria.</p>  <p>6d. Apparatus for tube holding while in the slanted position can range from expensive "angle" controlled supports to as simple and effective a method as below:</p> 	
	<p>7. Allow tubes to solidify before removing from slanted position and placing in test tube rack.</p> <p>8. Date and label medium as Nutrient Agar. Store in refrigerator.</p>	<p>7a. Solidified tubes can be picked up and will retain "slanted" position of medium. Tubes will start to harden below 40°C and take on an "opaque" form as they harden.</p> <p>8a. Temperature 1-4.4°C.</p> <p>8b. Can be stored for up to 3 months (if kept in dark and evaporation is not excessive (less than .25 ml)).</p>	

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>A. Pre-Test Procedures (Continued)</p> <p>11. Final Equipment and Supply Check</p>	<p>1. Check to be sure that all equipment and supplies, solutions, and prepared media are ready before starting sample examination.</p>	<p>1a. Check general list of equipment and supplies.</p> <p>1b. Each test requires:</p> <ul style="list-style-type: none"> 1-15 EMB agar plates 1-20 Nutrient Agar Slants 1-20 LLSTB tubes 1 Bacteriological loop 1 Bacteriological needle 1-20 Microbiological slides Gram stain reagents, set <p>Since, as shown, the numbers of items can vary (depending upon the number of confirmed test positives and subsequent EMB colony forms) this WMP (Water Monitoring Procedure) will specifically pick a hypothetical situation which will give the reader a cross-section of conditions which could occur.</p>	
<p>B. Initial Procedures</p> <p>1. Equipment Maintenance</p> <p>2. Data Sheet Inspection</p>	<p>1. Check, record, and adjust incubator temperature.</p> <p>2. Add water to pan in incubator as necessary.</p> <p>1. Locate data sheet and verify that the required sample is being processed.</p>	<p>1a. See A.1.1-6.</p> <p>1b. Should be in operating condition since MPN test's earlier phases are in progress (<u>presumptive</u> and <u>confirmed</u> tests).</p> <p>1a. A "new" data sheet does not have to be initiated since the sample is already being processed.</p>	<p>VII.B.2 (Suggested Data Sheet) (p. 52)</p>

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																																																																																											
B. Initial Procedures (Continued)	2. Use active sheet of the 48 hour MPN test (partial completion of the confirmed test) with 48 hour presumptive tubes and 24 hour confirmed tubes "saved."	2a. For our hypothetical test, the data sheet shows as follows: 24 hour column entry (tubes processed previously) 48 hour column entry (tubes saved) <table><tr><th colspan="2">Sampler</th><th colspan="8">Observations</th></tr><tr><th rowspan="2">Amount Sample ml</th><th rowspan="2"></th><th colspan="2">Presumptive LLSTB</th><th colspan="2">Confirmed LLSTB</th><th colspan="4">Completed LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>48 hr</th><th>GS</th></tr><tr><td rowspan="4">10</td><td></td><td>+</td><td>-</td><td>+</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>+</td><td>-</td><td>+</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>+</td><td>-</td><td>+</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td rowspan="4">1</td><td></td><td>+</td><td>-</td><td>+</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>+</td><td>+</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td rowspan="4">0.1</td><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr></table>	Sampler		Observations								Amount Sample ml		Presumptive LLSTB		Confirmed LLSTB		Completed LLSTB				24 hr	48 hr	24 hr	48 hr	24 hr	48 hr	48 hr	GS	10		+	-	+	-						+	-	+	-						+	-	+	-						-	-	-	-					1		+	-	+	-						+	+	-	-						-	-	-	-						-	-	-	-					0.1		-	-	-	-						-	-	-	-						-	-	-	-						-	-	-	-					
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3. Lab Bench Disinfection	1. Disinfect laboratory bench; wipe dry.	2b. Tubes "saved" will be used to initiate the completed test or to proceed to the confirmed test. 1a. Sponge and disinfectant; paper toweling.																																																																																																																																												

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

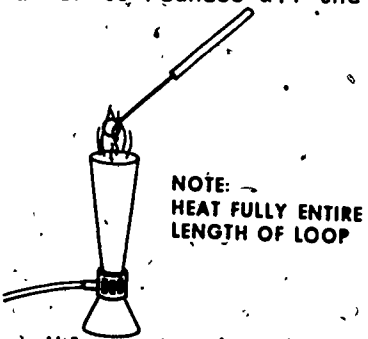
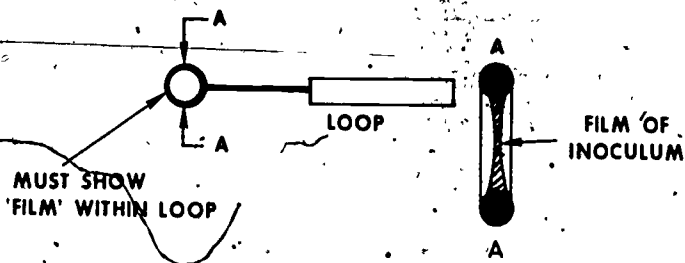
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																																																																				
B. Initial Procedures (Continued) 4. Continue Standard MPN Test Procedure	1. Transfer positive LLSTB tubes of the presumptive stage.	1a. From data sheet (B.2.2.2a), note that one tube will be transferred from the presumptive stage to the confirmed stage: <div><div>Observations</div><table><thead><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th><th colspan="4">Completed LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr></thead><tbody><tr><td rowspan="4">10</td><td>+</td><td>-</td><td>+</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>-</td><td>+</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>-</td><td>+</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td rowspan="4">1</td><td>+</td><td>-</td><td>+</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>+</td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td rowspan="4">0.1</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table><div>Transfer this to BGLBB</div></div>	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB				24 hr	48 hr	24 hr	48 hr	EMB	24	48	GS	10	+	-	+	-					+	-	+	-					+	-	+	-					-	-							1	+	-	+	-					-	+	-						+	-	-						-	-							0.1	-	-							-	-							-	-							-	-							Std. Meth. 14:917.
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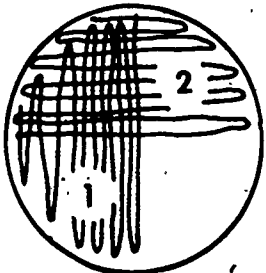
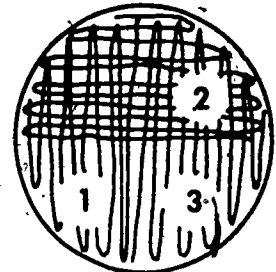
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																																																														
B. Initial Procedures (Continued) <u>Confirmed Test Start First Day Procedures</u> 5. Select BGLBB Positives from Confirmed Test	1. Select "positives" from confirmed "24" hour tubes for processing.	1a. Four positive BGLBB tubes are to be processed: This positive transferred to confirmed test Process these 4 tubes to EMB <table><tr><th colspan="8">Observations</th></tr><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th><th colspan="3">Completed LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>GS</th></tr><tr><td rowspan="4">10</td><td>+</td><td></td><td>+</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td rowspan="4">1</td><td>+</td><td></td><td>+</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>+</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td rowspan="4">0.1</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr></table> Discard these negatives... coliforms absent (see schematic) Negative tube to be re-incubated as per confirmed test requirements (Std. Meth. 14:920)	Observations								Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB			24 hr	48 hr	24 hr	48 hr	24 hr	48 hr	GS	10	+		+					+		+					+		+					-	-						1	+		+					-	+						+		-					-	-						0.1	-	-						-	-						-	-						-	-						
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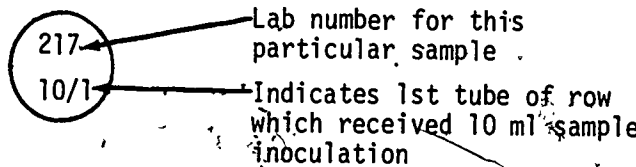
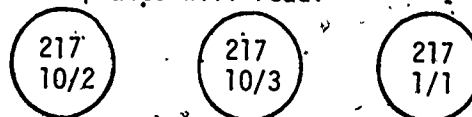
WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. Initial Procedures (Continued) 6. Prepare EMB Agar Plates	<p>1. Shake all positive BGLBB tubes vigorously after labeling each tube.</p> <p>2. Sterilize a bacteriological loop.</p> <p>3. Allow loop to cool (5-10 seconds).</p> <p>4. Remove cap from the first positive BGLBB tube (10/1).</p> <p>5. Insert loop into broth to obtain film transfer. Cover tube and discard.</p>	<p>1a. Labeling-avoids correlation errors in tube plate matching. Mark tubes 10/1; 10/2; 10/3; and 1/1 for the four positive tubes in order (labeled according to inoculation volume/number in row).</p> <p>1b. Shaking allows organisms to be suspended in the broth.</p> <p>2a. Heat in burner to redness all the way to handle:</p>  <p>3a. Avoids possible spattering when loop is inserted into tube.</p> <p>5a. "Film" within loop represents transfer volume.</p> 	V.B.6.5 (p. 50)

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WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. Initial Procedures (Continued)	8. Streak another segment of plate to carry portion of inoculation into another area of medium.	<p>8a. Turn Petri dish about one-quarter turn in the holding hand (allows easier streaking).</p> <p>8b. Streak the loops, tip lightly back and forth over one-half the agar surface, working from area ① into one-half the unstreaked area of the agar.</p>  <p>8c. Technique allows "dilution" of original heavy inoculum to occur into an area where less growth will now result.</p>	
	<p>9. Sterilize loop and air cool.</p> <p>10. Streak the remaining unstreaked area of medium.</p>	<p>10a. Turn the Petri dish one-quarter turn in the holding hand.</p> <p>10b. Streak the tip lightly back and forth over one-half the agar surface, working from area 2 into area ③.</p> 	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. Initial Procedures (Continued)	<p>11. Flame sterilize the loop and set it aside.</p> <p>12. Invert dish (turn up-side-down) and identify.</p> <p>13. Incubate EMB agar plate.</p> <p>14. Streak, label, and incubate EMB plates from the other three positive BGLBB tubes (10/2; 10/3; and 1/1).</p>	<p>10c. Do not allow any of streaks of one group to touch a more concentrated area than the area streaking from (in effect, separate 3 from 1 or over-growth may occur.)</p> <p>10d. Close the culture container, and, until the colonies (bacterial growth forms) are picked, keep the top and bottom as a unit without allowing separation to occur.</p> <p>12a. Use grease pencil (wax pencil) to label bottom of dish.</p> <p>12b. For this positive BGLBB tube label as follows:</p> <div style="text-align: center;">  </div> <p>13a. At $35^{\circ} \pm 0.5^{\circ}\text{C}$ for 24 hours.</p> <p>13b. Keep in inverted position (avoids water droplets, if formed, from falling on the medium surface and ruining the plate).</p> <p>14a. Use techniques for streaking as previously described.</p> <p>14b. Labeled plates will read:</p> <div style="text-align: center;">  </div> <p>14c. Incubate as previously described.</p>	

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

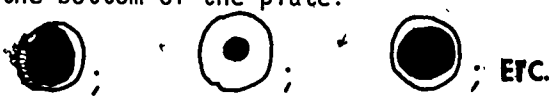
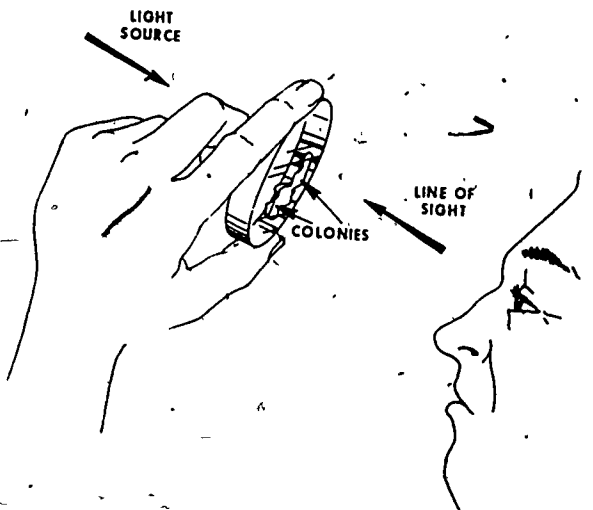
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																													
C. Second-Day Procedure 1. Equipment Maintenance 2. Lab Bench Disinfection 3. Data Sheet Recordings	1. Check, record, and adjust incubator temperature. 1. Disinfect laboratory bench, wipe dry. 1. Locate required data sheet. 2. Remove cultures from incubator and assemble with data sheet. 3. Read BGLBB tubes for gas and record results.	1a. Sponge and disinfectant; paper toweling. 1a. Sample "217" in our example. 2a. 4 EMB plates (24 hours old) 1 BGLBB tube (24 hours old) 1 BGLBB tube (48 ± 3 hours old) 3a. Any amount of gas is considered positive. Shake tubes gently before reading. 3b. Assume the following results: <table><tr><th>Sample ml</th><th colspan="2">LLSTB</th><th colspan="2">BGLBB^o</th></tr><tr><th></th><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th></tr><tr><td rowspan="4">10.</td><td>+</td><td>-</td><td>+</td><td>-</td></tr><tr><td>+</td><td>-</td><td>+</td><td>-</td></tr><tr><td>+</td><td>-</td><td>+</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td rowspan="4">1</td><td>+</td><td>+</td><td>+</td><td>-</td></tr><tr><td>-</td><td>+</td><td>-</td><td>-</td></tr><tr><td>+</td><td>-</td><td>-</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td rowspan="4">0.1</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>-</td><td>-</td><td>-</td><td>-</td></tr></table> <p>Negative tube (re-incubate)</p> <p>Negative tube (coliforms a sent)</p>	Sample ml	LLSTB		BGLBB ^o			24 hr	48 hr	24 hr	48 hr	10.	+	-	+	-	+	-	+	-	+	-	+	-	-	-	-	-	1	+	+	+	-	-	+	-	-	+	-	-	-	-	-	-	-	0.1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	See B.2.2a <
Sample ml	LLSTB		BGLBB ^o																																																													
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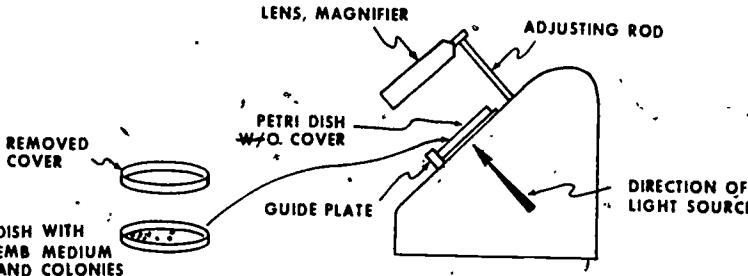
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WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Second-Day Procedure (Continued)		<p>1b. In the case of isolated colonies, one could proceed to the next step of the completed test (C.5).</p> <p>1c. In the case of a lack of isolated colonies, one must proceed to re-streak another plate to attempt isolation of a colony. (As follows):</p> <p style="text-align: center;"><u>Re-isolation Procedure</u></p> <p>A. Flame sterilize a loop and air cool</p> <p>B. Immerse the loop into an area which shows a representative growth mass. Occasionally the loop must be touched to two or three masses to obtain this material.</p> <p>C. Close cover and discard EMB plate.</p> <p>D. Streak plate of fresh, sterile, dry EMB agar using the same technique as previously outlined except that it would be wise to allow more streaking sequences with an increased number of loop flamings. This would more likely ensure better isolation:</p> <div data-bbox="957 1015 1653 1339"> <p>RESTREAK 5 FLAME</p> <p>ORIGINAL STREAK 1</p> <p>FLAME RESTREAK 2</p> <p>FLAME RESTREAK 2</p> <p>RESTREAK 3 FLAME</p> <p>FLAME RESTREAK 4</p> <p>RESTREAK 4 FLAME</p> </div> <p>E. Incubate as previously outlined.</p>	<p>III.C.4.1. (p. 47)</p>

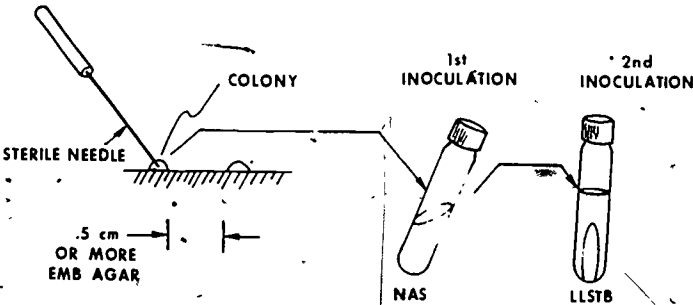
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Second-Day Procedure (Continued)		<p>1d. Pure growths (colonies) can be regarded as falling into two groupings:</p> <p>I. <u>Typical Colonies</u> (characteristic of coliforms)</p> <p>Colonies with dark centers commonly termed "nucleated" or "fisheye" when viewed from the bottom of the plate:</p>  <p>These colonies may or may not have a metallic-like sheen characteristic on the surface of the colony.</p>  <p>II. <u>Atypical Colonies</u> (usually a non-coliform)</p> <p>These colonies may be opaque, unnucleated, mucoid, or pink after the prescribed incubation period.</p>	

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

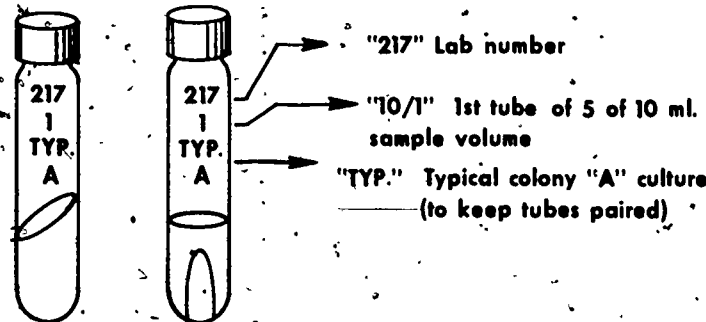
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>C. Second-Day Procedure (Continued)</p> <p>5. EMB Agar Plate Colony Transfer</p>	<p>1. Transfer pure cultures to LLSTB and NAS.</p>	<p>1a. Use flamed and air cooled needle for fishing (picking).</p> <p>1b. Use of colony counter as a magnification aid is recommended:</p>  <p>1c. Pick one or more typical colonies, or, two or more atypical colonies and transfer each of them into their own set of tubes (LLSTB and NAS)</p>	<p>(See schematic of test)</p>

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Second-Day Procedure (Continued)		<p>1d. Recommended technique is to pick a pure colony and, with a single transference, inoculate both the LLSTB and the NAS in a single motion.</p>  <p>NAS...Flame top of tube for about two seconds prior to entering with needle. Gently swab surface of agar medium. Replace screw-cap which is held in hand without contaminating during procedure.</p> <p>EMB...Discard plate after inoculations.</p> <p>LLSTB...Transfer inoculum directly to LLSTB tube. (Return to colony is not necessary.) Flaming of tube top not necessary. Shake needle in broth for transfer.</p>	

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																	
C. Second-Day Procedure (Continued)		<p>1e. Label tubes for identification. Such a labeling could be as follows:</p> <div></div> <p>1f. Incubate tubes at 35° ± 0.5°C.</p> <p>1g. Indicate the necessary information regarding the step just completed on the data sheet:</p> <table><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th><th colspan="5">Completed LLSTB</th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>Culture #</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr><tr><td rowspan="5">10</td><td>+</td><td>+</td><td>+</td><td>+</td><td>10/1</td><td>TYP</td><td></td><td></td><td></td></tr><tr><td>+</td><td>+</td><td>+</td><td>+</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>+</td><td>+</td><td>+</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <div><p>1st tube of row of 10 ml sample volume</p><p>EMB culture was "typical" (See C4.1.1d for definition)</p></div>	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB					24 hr	48 hr	24 hr	48 hr	Culture #	EMB	24	48	GS	10	+	+	+	+	10/1	TYP				+	+	+	+						+	+	+	+						-	-								-	-								
Amount Sample ml	Preservative LLSTB			Confirmed BGLBB		Completed LLSTB																																																														
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		<p>NOTE: Only one colony will be processed for this first tube of the first row since the colony is typical (one or more could have been picked).</p>																																																																		

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																																																				
C. Second-Day Procedure (Continued)		<p>1h. Utilizing the same procedures as in a - g of this section, process the next culture (10/2 EMB agar plate). Assuming an atypical colony formation on the plate, we will process three cultures. (2 or more are required for this condition) and record them as follows:</p> <table><tr><td colspan="2">Sampler</td><td colspan="10">Observations</td></tr><tr><td rowspan="2">Amount Sample ml</td><td colspan="2">Preservative LLSTB</td><td colspan="2">Confirmed BGLBB</td><td colspan="6">Completed LLSTB</td><td rowspan="2">GS</td></tr><tr><td>24 hr</td><td>48 hr</td><td>24 hr</td><td>48 hr</td><td>Culture #</td><td>EMB</td><td>24</td><td>48</td><td></td></tr><tr><td rowspan="6">10</td><td>+</td><td></td><td>+</td><td></td><td>10/1</td><td>TYP</td><td></td><td></td><td></td><td rowspan="6">Atypical colonies on EMB</td></tr><tr><td>+</td><td></td><td>+</td><td></td><td>10/2 A</td><td>ATYP</td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td><td>10/2 B</td><td>ATYP</td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td>10/2 C</td><td>ATYP</td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>-</td><td>+</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Three cultures processed</p> <p>Letter designations will keep the three cultures separated (Note: the same "A"; "B" and "C" will appear on the LLSTB tubes and NAS tubes.)</p> <p>1i. Process the two remaining cultures and assume the following recordings for all four cultures:</p> <p>(See data sheet on following page.)</p>	Sampler		Observations										Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB						GS	24 hr	48 hr	24 hr	48 hr	Culture #	EMB	24	48		10	+		+		10/1	TYP				Atypical colonies on EMB	+		+		10/2 A	ATYP				+		+		10/2 B	ATYP				-	-			10/2 C	ATYP				-	-								+		+								-	+	-	-							
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WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																																																																																																																																																																																																																				
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D. Third-Day Procedure 1. Equipment Maintenance 2. Lab Bench Disinfection 3. Test Observations, Recordings, and Processing	1. Check, record, and adjust incubator temperature. 1. Disinfect laboratory bench. <u>DATA SHEET ENTRIES</u> 1. Locate required data sheet. 2. Remove cultures from incubator and assemble with data sheet.	1a. Sponge and disinfectant; paper toweling. 1a. Sample "217" is our example. 2a. 8 NAS } 24 hours incubation 8 LLSTB } 1. BGLBB 48 ± 3 hours of incubation	See C.3.3b																																																																																																																																																																																																																																																																				

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D. Third-Day Procedure (Continued)	3. Read BGLBB tube for gas and record results.	<div>3a. Tube labeled ²¹⁷1/2 after we find it is positive (any amount of gas considered positive).</div> <div><table><tr><th colspan="10">Observations</th><th>Ana.</th></tr><tr><th rowspan="2">Amount Sample ml</th><th colspan="2">Preservative LLSTB</th><th colspan="2">Confirmed BGLBB</th><th colspan="5">Completed LLSTB</th><th rowspan="2"></th></tr><tr><th>24 hr</th><th>48 hr</th><th>24 hr</th><th>48 hr</th><th>Culture #</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr><tr><td rowspan="5">10</td><td>+</td><td></td><td>+</td><td></td><td>10/1</td><td>TYP</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td><td>10/2 A</td><td>ATYP</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>+</td><td></td><td>10/2 B</td><td>ATYP</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td>10/2 C</td><td>ATYP</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td>10/3 A</td><td>ATYP</td><td></td><td></td><td></td><td></td></tr><tr><td rowspan="5">1</td><td>+</td><td></td><td>+</td><td></td><td>10/3 B</td><td>ATYP</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>+</td><td>-</td><td>+</td><td>10/3 C</td><td>ATYP</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>-</td><td></td><td>1/1</td><td>TYP</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div>Positive BGLBB (within 48 ± 3 hours)</div></div> <div>3b. Tube would have been discarded if it were negative (coliforms absent) and a negative (-) in this case, assigning a tube number would have been unnecessary.</div> <div>3c. Process this (+) BGLBB tube to an EMB agar streak plate as outlined previously and then discard the (+) tube.</div>	Observations										Ana.	Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB						24 hr	48 hr	24 hr	48 hr	Culture #	EMB	24	48	GS	10	+		+		10/1	TYP					+		+		10/2 A	ATYP					+		+		10/2 B	ATYP					-	-			10/2 C	ATYP					-	-			10/3 A	ATYP					1	+		+		10/3 B	ATYP					-	+	-	+	10/3 C	ATYP					+		-		1/1	TYP					-	-									-	-									See B.6
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WATER MONITORING PROCEDURE: Completed Test for the MPN Method

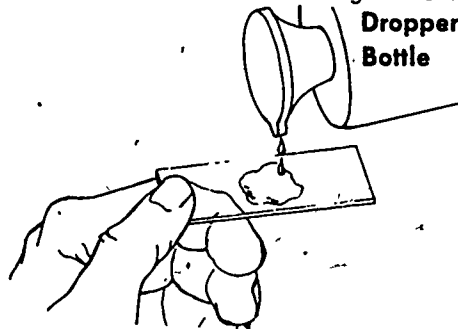
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																																									
D. Third-Day Procedure (Continued)	4. Check NAS and LLSTB tubes for growth and gas, respectively and record results.	<p>4a. Eight pairs of tubes to be read and recorded. Assume the following:</p> <table><tr><th colspan="2">Confirmed BGLBB</th><th colspan="4">Completed LLSTB</th><th colspan="2">Culture / Emb.</th></tr><tr><th>24 hr</th><th>48 hr</th><th>Culture #</th><th>EMB</th><th>24</th><th>48</th><th>GS</th><th>Culture #</th><th>Emb.</th></tr><tr><td>+</td><td></td><td>10/1</td><td>TYP</td><td>+</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>10/2 A</td><td>ATYP</td><td>+</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>10/3 B</td><td>ATYP</td><td>+</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>10/4 C</td><td>ATYP</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>10/5 A</td><td>ATYP</td><td>+</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td></td><td>10/6 B</td><td>ATYP</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td></td><td>10/7 C</td><td>ATYP</td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td>-</td><td>-</td><td>1/1</td><td>TYP</td><td>+</td><td></td><td></td><td></td><td></td></tr></table> <p>Re-incubate negatives for an additional 24 hours.</p>	Confirmed BGLBB		Completed LLSTB				Culture / Emb.		24 hr	48 hr	Culture #	EMB	24	48	GS	Culture #	Emb.	+		10/1	TYP	+					+		10/2 A	ATYP	+					+		10/3 B	ATYP	+							10/4 C	ATYP	-							10/5 A	ATYP	+					+		10/6 B	ATYP	-					-		10/7 C	ATYP	-					-	-	1/1	TYP	+					
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		<p>4b. Growth on the NAS is readily visible as an opaque mass which was not present on the sterile medium. No recordings are necessary for this growth--it will be used for a GRAM STAIN. It is quite rare that no growth will occur on this medium. (If this rarity occurs, restreak the NAS tube from its companion LLSTB tube.)</p>																																																																																										

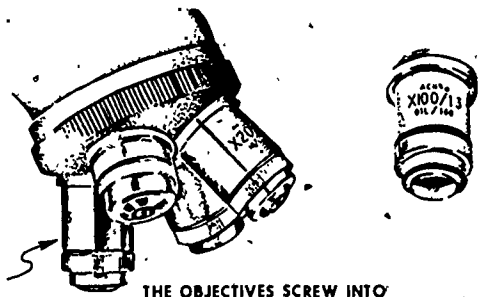
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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. Third-Day Procedure (Continued)	<u>GRAM STAINING</u>		
	<p>5. Assemble Gram staining materials and cultures.</p> <p>6. Prepare glass slides.</p> <p>7. Place NAS culture on slide (use 10/1 culture first then repeat procedure with 10/2 A, 10/2 B, etc., each on a different slide).</p>	<p>5a. 8 bacteriological glass slides</p> <p>1 dropper bottle containing ammonium oxalate crystal violet dye</p> <p>1 dropper bottle containing Lugol's solution (Grams modification)</p> <p>1 dropper bottle containing safranin dye</p> <p>1 dropper bottle containing acetone-alcohol</p> <p>1 squeeze bottle containing tap water</p> <p>1 bibulous paper</p> <p>8 NAS cultures... (24 hour cultures)</p> <p>10/1 10/3 A</p> <p>10/2 A 10/3 B</p> <p>10/2 B 10/3 C</p> <p>10/2 C 1/1</p> <p>6a. Must be clean.</p> <p>6b. Helpful to clean with alcohol, distilled water; and lens tissue.</p> <p>6c. Place a drop of distilled water about 1 inch from end of slide.</p> <p>7a. Screw-cap tube handled aseptically (sterile technique):</p> <ul style="list-style-type: none"> * flame top of tube * needle flamed to sterilize * cap handled carefully and returned promptly to tube <p>7b. NAS stored in refrigerator for possible need.</p> <p>7c. Only minute amount of culture necessary. Large amounts can cause staining problems.</p> <p>7d. Place culture from needle with water droplet on slide and mix well while extending the droplet size to about a 1" x 1/2" area.</p>	<p>Std. Meth. 14:918-19 III.D.3.5 (p. 47) VII.D.3.5 (p. 53)</p>

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. Third-Day Procedure (Continued)	8. Prepare culture for staining procedure.	8a. Allow smear to air-dry completely and then heat fix by by-passing slide (culture on upper side) through the gas flame briefly back-and-forth for a heat exposure of about two seconds.	Std. Meth. 14:918-19
	9. Stain culture with reagents on the side of the slide with the culture.	<p>9a. Flood the slide with ammonium oxalate-crystal violet dye.</p> <p>9b. Allow to cover culture area for 1 minute.</p> <p>9c. Wash slide gently with tap water.</p> <p>9d. Apply Lugols-iodine solution to culture area.</p> <p>9e. Allow to cover culture area for 1 minute.</p> <p>9f. Wash slide gently with tap water.</p> <p>9g. Apply acetone-alcohol solution to culture area. Hold slide and allow solution to flow across smear until stain is no longer being removed:</p>  <p>9h. Do not prolong this alcohol contact period (decolorization step) as the results may be erroneous. Some authorities suggest 10-15 seconds maximum.</p> <p>9i. Wash slide gently with tap water.</p> <p>9j. Apply Safranin solution (counter-stain) for 15 seconds and then wash gently with tap water.</p> <p>9k. Blot slide gently with bibulous paper using care not to rub culture area during procedure.</p> <p>(Continued on next page)</p>	

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. Third-Day Procedure (Continued)	<p>10. Repeat step sequences 7-9 for cultures 10/2 A; 10/2 B; 10/3 A; and 1/1.</p> <p>11. Examine slides microscopically.</p>	<p>91. Identify slide to conform to proper culture being examined. Use of a slide label is convenient (label "217 10/1" as per our example).</p> <p>11a. If desired, slides can be retained for later examination. If the lactose (LLSTB) broth remains negative for the culture (48 ± 3 hours), the slide need not be examined as the culture is NOT a coliform.</p> <p>11b. Become acquainted with microscope from manufacturer's literature or individual acquainted with same.</p> <p>11c. If examination is desired, place the slide, culture side up, on the microscope stage of a microscope equipped for oil immersion examination.</p> <p>11d. Place a drop of a suitable bacteriological immersion oil on the area to be viewed (culture smear).</p> <p>11e. The proper objective is positioned for oil immersion (usually labeled "oil" and having x 97 or x 100 magnification).</p> <div data-bbox="977 1098 1706 1447">  <p>OIL IMMERSION OBJECTIVE</p> <p>THE OBJECTIVES SCREW INTO THE TURRET. (TURN AND LOCK FOR SELECTION)</p> <p>TYPICAL OIL OBJECTIVE</p> </div>	<p>V.D.3.P.11d (p. 51)</p>

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D., Third-Day Procedure (Continued)		<p>11f. Turn ON lighting system. Light will be directed to reflect off the plane side of a mirror through a condenser assembly and up through the stage. (Mirror assembly may be external or internal.)</p> <p>11g. With the illumination system correctly set up, rack down (or the stage up on some models), until the oil-immersion lens just touches and disperses the oil.</p> <p>11h. Rack down gently with the coarse control (lens and slide will move toward each other) while looking down the microscope (into the eyepiece) until the image begins to come into focus.</p> <p>11i. Obtain final sharp image using the fine-focus control.</p>	
	<p><u>EXAMINATION AND RECORDING OF STAINS</u></p> <p>12. Examine stained preparation for bacteria.</p>	<p>12a. Gram-negative bacteria (typical of coliforms) will be red or pink colorations.</p> <p>12b. Gram-positive bacteria (NOT coliforms) will be blue-to-purple in color.</p> <p>12c. Mixed cultures will show mixtures of the above and will immediately call for the re-isolation of pure culture on another EMB agar plate from the saved nutrient agar slant. Discard the LLSTB tube as it has no interpretative value being a mixed culture. Repeat procedures as before.</p> <p>12d. If two large of a sample was transferred to the slide for staining, some areas of matted, numerous bacterial cells could produce areas where dyes could not either penetrate or be washed away. Recommend another smear to be made.</p> <p>12e. Examine each of the stains prepared.</p>	<p>V.D.3.11.11g (p. 51)</p>

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D. Third-Day Procedure (Continued)	13. Record gram stain data.	<p>13a. Assume, for our examples, that only Gram negative (GN) organisms were observed during microscopic examination.</p> <p>13b. Enter observations in proper place on data sheet:</p> <table><tr><th colspan="6">LLSTB</th></tr><tr><th>5 hr</th><th>Culture #</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr><tr><td></td><td>10/1</td><td>TYP +</td><td></td><td></td><td>GN</td></tr><tr><td></td><td>10/2 A</td><td>ATYP +</td><td></td><td></td><td>GN</td></tr><tr><td></td><td>10/2 B</td><td>ATYP +</td><td></td><td></td><td>GN</td></tr><tr><td></td><td>10/2 C</td><td>ATYP -</td><td></td><td></td><td>GN</td></tr><tr><td></td><td>10/3 A</td><td>ATYP +</td><td></td><td></td><td>GN</td></tr><tr><td></td><td>10/3 B</td><td>ATYP -</td><td></td><td></td><td>GN</td></tr><tr><td></td><td>10/3 C</td><td>ATYP -</td><td></td><td></td><td>GN</td></tr><tr><td></td><td>11/1</td><td>TYP +</td><td></td><td></td><td>GN</td></tr></table>	LLSTB						5 hr	Culture #	EMB	24	48	GS		10/1	TYP +			GN		10/2 A	ATYP +			GN		10/2 B	ATYP +			GN		10/2 C	ATYP -			GN		10/3 A	ATYP +			GN		10/3 B	ATYP -			GN		10/3 C	ATYP -			GN		11/1	TYP +			GN																																																					
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		<div><div><p>Sample Volume</p><table><tr><th>Amount Sample ml</th><th>1</th><th>2</th></tr><tr><td>10</td><td></td><td></td></tr><tr><td>1</td><td></td><td></td></tr></table></div><div><p>Confirmed Test</p><p>Observations</p><table><tr><th colspan="4">Confirmed BGLB</th></tr><tr><th></th><th>24 hr</th><th>48 hr</th><th></th></tr><tr><td></td><td>+</td><td></td><td></td></tr><tr><td></td><td>+</td><td></td><td></td></tr><tr><td></td><td>+</td><td></td><td></td></tr><tr><td></td><td>+</td><td></td><td></td></tr><tr><td></td><td>+</td><td></td><td></td></tr><tr><td></td><td>+</td><td></td><td></td></tr><tr><td></td><td>+</td><td></td><td></td></tr><tr><td></td><td>+</td><td></td><td></td></tr><tr><td></td><td>+</td><td></td><td></td></tr></table></div><div><p>Completed Test</p><table><tr><th colspan="6">Completed LLSTB</th></tr><tr><th>Culture #</th><th>EMB</th><th>24</th><th>48</th><th>GS</th><th></th></tr><tr><td>* 10/1</td><td>TYP +</td><td></td><td></td><td>GN</td><td>+</td></tr><tr><td>* 10/2 A</td><td>ATYP +</td><td></td><td></td><td>GN</td><td>+</td></tr><tr><td>* 10/2 B</td><td>ATYP +</td><td></td><td></td><td>GN</td><td>+</td></tr><tr><td>* 10/2 C</td><td>ATYP -</td><td></td><td></td><td>GN</td><td>-</td></tr><tr><td>* 10/3 A</td><td>ATYP +</td><td></td><td></td><td>GN</td><td>-</td></tr><tr><td>* 10/3 B</td><td>ATYP -</td><td></td><td></td><td>GN</td><td>+</td></tr><tr><td>* 10/3 C</td><td>ATYP -</td><td></td><td></td><td>GN</td><td>+</td></tr><tr><td>* 11/1</td><td>TYP +</td><td></td><td></td><td>GN</td><td>+</td></tr></table></div></div> <div><p>Lactose negatives, not coliforms</p></div> <div><p>10 ml vol- umes for 5 tubes of completed test row</p><p>1 ml vol- ume in 1st tube of completed test row</p></div>	Amount Sample ml	1	2	10			1			Confirmed BGLB					24 hr	48 hr			+				+				+				+				+				+				+				+				+			Completed LLSTB						Culture #	EMB	24	48	GS		* 10/1	TYP +			GN	+	* 10/2 A	ATYP +			GN	+	* 10/2 B	ATYP +			GN	+	* 10/2 C	ATYP -			GN	-	* 10/3 A	ATYP +			GN	-	* 10/3 B	ATYP -			GN	+	* 10/3 C	ATYP -			GN	+	* 11/1	TYP +			GN	+
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*Definite coliforms at this stage. Note that rows 1, 2, and 3 of 10 ml and row 1 of 1 ml inocula-

*Definite coliforms at this stage. Note that rows 1, 2, and 3 of 10 ml and row 1 of 1 ml inoculation volume all have at least 1 coliform represented by culturing.

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. Third-Day Procedure (Continued)		<p>13c. Other entries could have been MXD (mixed culture) or GP (Gram Positive).</p> <p>13d. In the case of a GP entry, the culture is not a coliform and no further action need be taken for the specific culture.</p>	

Coliform Test
Multiple Dilution Tube (MPN) Method

Sample Type _____ Lab. No. _____

Station _____ Description _____

Collection Date _____ Time _____ AM PM Temp. _____

Received _____ PM, Examined _____ PM

Sampler _____ Observations _____

Analyst _____

Results Reported:
Total coliform MPN/100 ml

Confirmed	Completed

Amount Sample ml	Preservative LLSTB		Confirmed BGLBB		Completed LLSTB					Completed LLSTB					Completed Test Result	
	24 hr	48 hr	24 hr	48 hr	Culture #	EMB	24	48	GS	Culture #	EMB	24	48	GS		
10			+							10/1	TYP	+			GN	+
			+							10/2 A	ATYP	+			GN	+
			+							10/2 B	ATYP	+			GN	+
										10/2 C	ATYP	-			GP	-
										10/3 A	ATYP	+			GN	+
										10/3 B	ATYP	-			MD	+
										10/3 C	ATYP	-			GN	-

Lactose negatives
Not coliforms

- (1) 10 ml/first row Positive Confirmed Test...
GN lactose fermenter (culture 10/1)
- (2) 10 ml/second row Positive Confirmed Test...
GN lactose fermenter (cultures 10/2 A and 10/2 B)
- (3) 10 ml/third row Positive Confirmed Test...
GN lactose fermenter (culture 10/3 A)

Note: Culture 10/3 B and 10/3 C need no longer be processed since a positive is no longer needed from these respective cultures. Had

(Continued)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
D. Third-Day Procedure (Continued)		<p>culture 10/3-A been a negative for coliforms, however, the other two cultures must be processed to determine coliform content:</p> <p>10/3 B Mixed culture EMB → {NAS LLSTB etc.</p> <p>10/3 C Negative LLSTB...hold another 24 hours for possible fermentation (+)</p> <p>(4) 1 ml/first row Positive Confirmed Test... GN lactose fermenter (culture 1/1)</p>	

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WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																																																																												
E. Fourth-Day Procedure 1. Equipment Maintenance 2. Lab Bench Disinfection 3. Data Sheet Recordings	1. Check, record, and adjust incubator. 1. Disinfect laboratory bench 1. Locate required data sheet. 2. Remove cultures from incubator and assemble with data sheet.	1a. Sponge and disinfectant; paper toweling. 1a. Sample "217" is our example. 2a. 1 EMB agar plate (#217 1/2), 24 hours old. 2b. Record necessary data regarding colony characteristics on EMB agar plate: <div><table><tr><th colspan="2">Amount Sample ml</th><th>P</th><th>Z</th><th colspan="2">Confirmed BGLBB</th><th colspan="5">Completed LLSTB</th></tr><tr><th colspan="2"></th><th></th><th></th><th>24 hr</th><th>48 hr</th><th>Culture #</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr><tr><td rowspan="5">10</td><td></td><td></td><td></td><td>+</td><td></td><td>10/1</td><td>TYP</td><td>+</td><td></td><td>GN</td></tr><tr><td></td><td></td><td></td><td>+</td><td></td><td>10/2 A</td><td>ATYP</td><td>+</td><td></td><td>GN</td></tr><tr><td></td><td></td><td></td><td>+</td><td></td><td>10/2 B</td><td>ATYP</td><td>+</td><td></td><td>GN</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>10/2 C</td><td>ATYP</td><td>-</td><td></td><td>GN</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>10/2 A</td><td>ATYP</td><td>+</td><td></td><td>GN</td></tr><tr><td rowspan="5">1</td><td></td><td></td><td></td><td>+</td><td></td><td>10/3 B</td><td>ATYP</td><td>-</td><td></td><td>GN</td></tr><tr><td></td><td></td><td></td><td>-</td><td>+</td><td>10/3 C</td><td>ATYP</td><td>-</td><td></td><td>GN</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1/2</td><td>TYP</td><td>+</td><td></td><td>GN</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1/2 A</td><td>ATYP</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1/2 B</td><td>ATYP</td><td></td><td></td><td></td></tr></table><p>Culture 217 1/2</p><p>Two Atypical cultures to be processed to NAS and LLSTB</p></div>	Amount Sample ml		P	Z	Confirmed BGLBB		Completed LLSTB									24 hr	48 hr	Culture #	EMB	24	48	GS	10				+		10/1	TYP	+		GN				+		10/2 A	ATYP	+		GN				+		10/2 B	ATYP	+		GN						10/2 C	ATYP	-		GN						10/2 A	ATYP	+		GN	1				+		10/3 B	ATYP	-		GN				-	+	10/3 C	ATYP	-		GN						1/2	TYP	+		GN						1/2 A	ATYP									1/2 B	ATYP				See "Data Sheet" D.3.3.3a
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4. EMB Agar Plate Processing (Culture 217 1/2)	1. Transfer two of the atypical cultures to NAS and LLSTB.	1a. As per data sheet (1/2 A and 1/2 B). 1b. Use procedures outlined in C.5.1. 1c. Incubate cultures at 35°C ± 0.5°C.																																																																																																																													

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																																																																					
<p>F. Fifth/Sixth Day Procedures</p> <p>1. Completed Test Termination</p>	<p>1. Completed test terminated with processing of 1/2 A and 1/2 B.</p>	<p>1a. Gram stains made in accordance with previous instructions. Recordings made.</p> <p>1b. LLSTB observations and recordings made.</p> <p>1c. Assume the following information added to the data sheet regarding these two cultures:</p> <div style="text-align: right; margin-right: 50px;"> <p>Results Reported: Total coliform MPN/100 ml</p> <table border="1"> <tr> <th>Confirmed</th> <th>Completed</th> </tr> <tr> <td></td> <td>3-1-0</td> </tr> </table> </div> <p>Code for rows</p> <p>Name of Analyst</p> <p>Analyst: <i>J. D. Smith</i></p> <table border="1"> <thead> <tr> <th rowspan="2">Amount Sample ml</th> <th colspan="2">Confirmed BGLBB</th> <th colspan="4">Completed LLSTB</th> <th rowspan="2">Completed Test Result</th> </tr> <tr> <th>24 hr</th> <th>48 hr</th> <th>Culture #</th> <th>EMB</th> <th>24</th> <th>48</th> <th>GS</th> </tr> </thead> <tbody> <tr> <td rowspan="5">10</td> <td>+</td> <td></td> <td>10/1</td> <td>TYP</td> <td>+</td> <td></td> <td>GN</td> <td>+</td> </tr> <tr> <td>+</td> <td></td> <td>10/2 A</td> <td>ATYP</td> <td>+</td> <td></td> <td>GN</td> <td>+</td> </tr> <tr> <td>+</td> <td></td> <td>10/2 B</td> <td>ATYP</td> <td>+</td> <td></td> <td>GN</td> <td>+</td> </tr> <tr> <td colspan="2" style="text-align: center;">X</td> <td>10/2 C</td> <td>ATYP</td> <td>-</td> <td></td> <td>GN</td> <td>-</td> </tr> <tr> <td colspan="2" style="text-align: center;">X</td> <td>10/3 A</td> <td>ATYP</td> <td>+</td> <td></td> <td>GN</td> <td>-</td> </tr> <tr> <td rowspan="5">1</td> <td>+</td> <td></td> <td>10/3 B</td> <td>ATYP</td> <td>-</td> <td></td> <td>GN</td> <td>+</td> </tr> <tr> <td>-</td> <td>+</td> <td>10/3 C</td> <td>ATYP</td> <td>-</td> <td></td> <td>GN</td> <td>-</td> </tr> <tr> <td></td> <td></td> <td>1/1</td> <td>TYP</td> <td>+</td> <td></td> <td>GN</td> <td></td> </tr> <tr> <td></td> <td></td> <td>1/2 A</td> <td></td> <td>-</td> <td>-</td> <td>GN</td> <td></td> </tr> <tr> <td></td> <td></td> <td>1/2 B</td> <td></td> <td>-</td> <td>-</td> <td>GN</td> <td></td> </tr> </tbody> </table> <p>Coliforms NOT present (lactose not fermented)</p> <p>1d. Had one or both cultures checked out as coliforms, the 2nd tube of the 2nd row would have been (+) and, therefore, resulted in 2 of 5 tubes positive (instead of 1 of 5 for this row), giving a 3-2-0 code.</p>	Confirmed	Completed		3-1-0	Amount Sample ml	Confirmed BGLBB		Completed LLSTB				Completed Test Result	24 hr	48 hr	Culture #	EMB	24	48	GS	10	+		10/1	TYP	+		GN	+	+		10/2 A	ATYP	+		GN	+	+		10/2 B	ATYP	+		GN	+	X		10/2 C	ATYP	-		GN	-	X		10/3 A	ATYP	+		GN	-	1	+		10/3 B	ATYP	-		GN	+	-	+	10/3 C	ATYP	-		GN	-			1/1	TYP	+		GN				1/2 A		-	-	GN				1/2 B		-	-	GN		<p>3 of 5 (+)</p> <p>2nd tube of row is (-), therefore 1 of 5 (+)</p>
Confirmed	Completed																																																																																																							
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WATER MONITORING PROCEDURE: Completed Test for the MPN Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																			
F. Fifth/Sixth Day Procedures (Continued) 2. Interpretation of Test Results	<div>1. Determine number of positives for the completed test.</div> <div>2. Look up and note the MPN index from the MPN table.</div>	<div>1a. Results of confirmed test are not used since further and more conclusive testing has been done (completed test).</div> <div>1b. Our example (F.1.1.1c) shows:</div> <table><thead><tr><th>Sample Volume</th><th>No. Positives</th></tr></thead><tbody><tr><td>10</td><td>3</td></tr><tr><td>1</td><td>1</td></tr><tr><td>1/10</td><td>0</td></tr></tbody></table> <div>2a. For the given example (3-1-0) a typical table of MPN's will show an index of 11 as noted by arrow below:</div> <div>MPN INDEX FOR VARIOUS COMBINATIONS OF POSITIVE AND NEGATIVE RESULTS WHEN FIVE 10-ML PORTIONS, FIVE 1-ML PORTIONS AND FIVE 0.1 ML PORTIONS ARE USED</div> <table><thead><tr><th colspan="3">No. of Tubes Giving Positive Reaction out of</th><th rowspan="2">MPN Index per 100 ml</th></tr><tr><th>5 of 10 ml each</th><th>5 of 1 ml each</th><th>5 of 0.1 ml each</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>0</td><td><2</td></tr><tr><td>0</td><td>0</td><td>1</td><td>2</td></tr><tr><td>0</td><td>1</td><td>0</td><td>2</td></tr><tr><td>0</td><td>2</td><td>0</td><td>4</td></tr><tr><td colspan="4"><div></div></td></tr><tr><td>3</td><td>0</td><td>0</td><td>8</td></tr><tr><td>3</td><td>0</td><td>1</td><td>11</td></tr><tr><td>3</td><td>1</td><td>0</td><td>11 ←</td></tr><tr><td>3</td><td>1</td><td>1</td><td>14</td></tr></tbody></table>	Sample Volume	No. Positives	10	3	1	1	1/10	0	No. of Tubes Giving Positive Reaction out of			MPN Index per 100 ml	5 of 10 ml each	5 of 1 ml each	5 of 0.1 ml each	0	0	0	<2	0	0	1	2	0	1	0	2	0	2	0	4	<div></div>				3	0	0	8	3	0	1	11	3	1	0	11 ←	3	1	1	14	<div>II.F.2.1 (p. 46)</div> <div>Std. Meth. 14:923</div>
Sample Volume	No. Positives																																																					
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OPERATING PROCEDURES	STEP SEQUENCE.	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																																
F. Fifth/Sixth Day Procedures (Continued)	3. Record the calculated total coliform/100 ml completed test count on the data sheet.	<p>3a. Value is direct index if, as our example, 10 ml portions were used in the first row. Other volumes used would have necessitated adjusting the index value.</p> <p>3b. Record as follows:</p> <p>Results Reported: Total coliform MPN/100 ml</p> <table><tr><td>Confirmed</td><td>Completed</td></tr><tr><td></td><td>3-1-0</td></tr><tr><td></td><td>14</td></tr></table> <p>Analyst <u>G.D. Smith</u></p> <table><tr><th colspan="6">Completed LLSTB</th></tr><tr><th>GS</th><th>Culture #</th><th>EMB</th><th>24</th><th>48</th><th>GS</th></tr><tr><td></td><td>10/1</td><td>TYP</td><td>+</td><td></td><td>GN</td></tr><tr><td></td><td>10/2 A</td><td>ATYP</td><td>+</td><td></td><td>GN</td></tr><tr><td></td><td>10/2 B</td><td>ATYP</td><td>+</td><td></td><td>GN</td></tr><tr><td></td><td>10/2 C</td><td>ATYP</td><td>—</td><td></td><td>GN</td></tr><tr><td></td><td>10/2 A</td><td></td><td></td><td></td><td></td></tr></table> <p>Code for 3 rows Count/100 ml</p>	Confirmed	Completed		3-1-0		14	Completed LLSTB						GS	Culture #	EMB	24	48	GS		10/1	TYP	+		GN		10/2 A	ATYP	+		GN		10/2 B	ATYP	+		GN		10/2 C	ATYP	—		GN		10/2 A					II.F.2.3.3a
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G. Reporting of Results	1. Report results as prescribed under regulatory requirements.																																																		

WATER MONITORING PROCEDURE: Completed Test for the MPN Method

TRAINING GUIDE

<u>SECTION</u>	<u>TOPIC</u>
I	Introduction
II*	Educational Concepts - Mathematics
III*	Educational Concepts - Science
IV	Educational Concepts - Communications
V*	Field and Laboratory Equipment
VI	Field and Laboratory Reagents
VII*	Field and Laboratory Analysis
VIII	Safety
IX	Records and Reports

*Training Guide materials are presented here under the headings marked *. These standardized headings are used through this series of procedures.

WATER MONITORING PROCEDURES: Completed Test for the MPN Method

EDUCATIONAL CONCEPTS - MATHEMATICS

Section II

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

F.2.1

For purely qualitative aspects of testing for indicator organisms, it is convenient to consider the tests applied to one sample portion, inoculated into a tube of culture medium, and the follow-up examinations and tests on results of the original inoculation. Results of testing procedures are definite: positive (presence of the organism/group demonstrated) or negative (presence of the organism/group not demonstrated). The combination of results is used in an application of probability mathematics to secure a single MPN value for the sample. The MPN value for a given sample is obtained through the use of MPN tables. Standard practice in environmental water testing is to plant 3 rows of tubes (15 tubes - 3 rows of 5 tubes each) with each row containing equal increments of sample/tube and usually having a tenfold sample dilution factor between rows.

F.2.3.3a

When the series of decimal dilutions is other than 10, 1.0 and 0.1 ml, use the following formula:

$$\begin{aligned} \text{MPN index} & \times \frac{10}{\text{Largest quantity tested}} \\ \text{(from table)} & \\ & = \text{MPN/100 ml} \end{aligned}$$

Example: From a sample of water, 5 out of five 0.01-ml portions, 2 out of five 0.001-ml portions, and 0 out of five 0.0001-ml portions, gave positive reactions.

From the code 5-2-0 in the MPN table, the MPN index is 49.

$$\begin{aligned} 49 & \times \frac{10}{0.01} = 49,000 \\ \text{(from table)} & \\ \text{MPN/100 ml} & = 49,000 \end{aligned}$$

543.

WATER MONITORING PROCEDURES: Completed Test for the MPN Method

EDUCATIONAL CONCEPTS - SCIENCE

Section III

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
C.4.1	<p>A colony is defined as a discrete growth occurring at least 0.5 cm (approximately .2 inch) from any other growths. Such growths represent a large number of developmental successions from an original viable cell and therefore can be considered a "pure" culture. All organisms from pure cultures will exhibit the same characteristics when subjected to standard bacteriological testing.</p>	
D.3.5	<p>A gram staining procedure, in general, separates bacteria into two categories, gram positive (blue coloration) or gram negative (red coloration). Its usefulness to the coliform testing procedure is due to the fact that part of the coliform definition indicates that "gram negative, non-spore forming rods" are necessary, and, in addition, no gram positive organism must be present since some of these organisms can act "synergistically" (in conjunction with other non-coliforms) to produce a false positive result (gas production in lactose) which neither could manage independently.</p> <p>It is desirable to use known pure cultures of both a gram positive (staphylococcus, bacillus, etc.) and a gram negative (proteus, enterobacter, etc.) as controls for the staining procedure. A 24 hour culture is recommended for stained preparations since older cultures can give erroneous results.</p>	

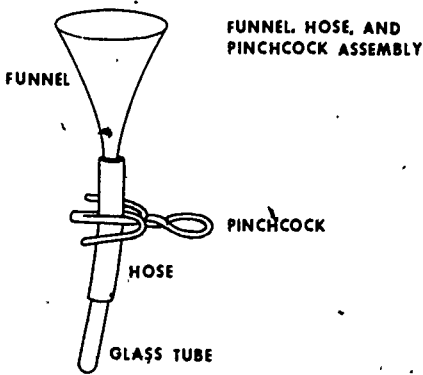
WATER MONITORING PROCEDURES: Completed Test for the MPN Method

FIELD AND LABORATORY EQUIPMENT	Section V	
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.1	Incubator must be of sufficient size for daily work load without causing crowding of tubes to be incubated. Considerations for choice of incubator type must relate to reliability of operation and not to cost or attractiveness of equipment.	
A.1.1	<p>Incubator should be kept out of drafts or direct sunlight in order to prevent temperature inside the incubator from changing outside the temperature range specified ($35^{\circ} \pm 0.5^{\circ}$).</p> <p>Power supply should be selected so that there will not be too many pieces of equipment on the same circuit. Otherwise, circuits will be blown repeatedly.</p>	<p><u>Standard Methods for the Examination of Water and Wastewater</u>, 14th ed. (1975 APHA, WPCF, AWWA, p. 880 (Hereafter referred to as: Std. Meth. 14: (page no.)</p>
A.1.2	Mercury bulb thermometer usually used in most incubators. Recording thermometer is acceptable, but, it should be calibrated against a mercury bulb thermometer which has been certified by National Bureau of Standards. The NBS certified thermometer always should be used with its certificate and correction chart.	
A.1.3	Saturated relative humidity is required in order to make the incubation more efficient (heat is transferred to cultures faster than in a dry incubator). Furthermore, culture medium may evaporate too fast in a dry incubator.	
A.1.5	Allow enough time after each readjustment to permit the incubator to stabilize before making a new adjustment. At least one hour is suggested.	
A.1.6	<p>Incubator temperature can be held to much closer adjustment if operated continuously. Temperature records should be kept in some form of permanent record. A temperature record book is suggested with daily recording of values. If a recording thermometer is used, the charts may be kept as permanent record; if so, be sure that the charts are properly labeled to identify the incubator and the period covered.</p>	
	Uniform temperature ($35^{\circ}\text{C} \pm 0.5^{\circ}$) is to be maintained on shelves in use.	

WATER MONITORING PROCEDURES: Completed Test for the MPN Method

FIELD AND LABORATORY EQUIPMENT		Section V
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.2.1-5	<p>Since electric sterilizer will be operated intermittently, care should be taken that it is on a circuit which will not be overloaded when it is turned on.</p> <p>A time and temperature record is maintained for each sterilization cycle. Temperature recordings can be retained for records.</p>	Std. Meth. 14:881
A.3.1	<p>Autoclaves differ greatly in design and in method of operation. Some are almost like home-style pressure cookers; others are almost fully automatic. This is a subject which requires separate instruction; and should be related to the exact make and model of equipment you will use in your own laboratory.</p> <p>Vertical autoclaves and household pressure cookers may be used in emergency service if equipped with pressure gages and thermometers with bulbs positioned 1 inch above the water level. However, they are not to be considered the equivalent of the general purpose steam sterilizer recommended for permanent laboratory facilities. Their small size is inadequate for large-volume work loads, and they can be difficult to regulate.</p> <p>The following requirements must be met regarding autoclaves or sterilizing units:</p> <ol style="list-style-type: none"> Reaches sterilization temperature (121°C), maintains 121°C during sterilization cycle, and requires no more than 45 minutes for a complete cycle. Pressure and temperature gages on exhaust side and an operating safety valve. No air bubbles produced in fermentation vials during depressurization. Record maintained on time and temperature for each sterilization cycle. 	Std. Meth. 14:881
A.4.1-2	<p>Distilled water in bacteriological laboratory must not contain substances which will prevent any bacteria from growing in culture medium in which the distilled water is used or will be highly nutritive. There are procedures for testing quality of distilled water; but these should be undertaken only by professional bacteriologists or in laboratories where this is done regularly. Use only glass stills or block tin lined stills.</p>	Std. Meth. 14:645-49 14:888-91

WATER MONITORING PROCEDURES: Completed Test for the MPN Method

FIELD AND LABORATORY EQUIPMENT		Section V
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.5.1.	pH Meter: See cited reference.	Std. Meth. 14:882
A.6.1-4a	Glassware: See cited reference on pipets and graduated cylinders, media utensils, bottles.	Std. Meth. 14:882-85
A.6.1-4b	Glassware can be checked for bacteriostatic or inhibitory residues by a bacteriological test procedure which, like the distilled water suitability test, should be undertaken only by professional bacteriologists or in laboratories where this test is done on a regular basis.	Std. Meth. 14:885
A.7.3	 <p>NOTE: UNIT NEED NOT BE STERILE FOR MEDIUM DELIVERY ONLY.</p>	
A.8.2c	Some workers prefer to utilize a magnetic swirl bar and hot plate arrangement. This is acceptable and will require no agitation until the medium is <u>near boiling</u> at which time the swirling action should be terminated and the medium gently swirled by hand and the flask monitored for boiling.	
B.6.5	<p>Alternately, it is authorized to use an "inoculation stick" for transfers and plate streaking. A precisely sized and sterilized stick is intended for a one-time use and, if used, eliminates the need for a burner during the transfer procedure. Of course, several will have to be used during the streaking process since a "sterile" one is required during the streaking carry-over to sterile surfaces.</p> <p>Also available are re-sterilizable loops used once, re-sterilized, and available for future transfers.</p>	Std. Meth. 14:917 Std. Meth. 14:883-84

WATER MONITORING PROCEDURES: Completed Test for the MPN Method

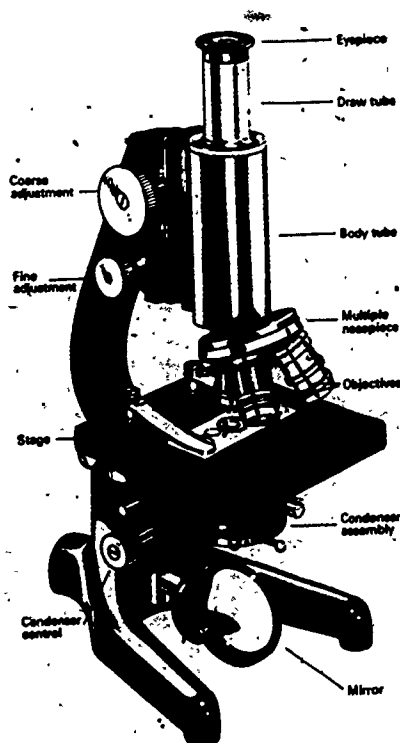
FIELD AND LABORATORY EQUIPMENT

Section V

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

D.3.11



D.3.11.11d

Some manufacturers specify that the upper most lens of the condenser assembly also be coated with a drop of oil prior to placing the slide on the stage. In effect, this would be "sandwiching" the slide between two oil interfaces through which the light must pass.

D.3.11.11g

It is extremely important to properly set up the illumination system for proper results. Procedures vary according to the type of illumination provided, the type of diaphragm used, and the controls provided by the particular microscope. Final results would give, if accomplished correctly: correct lighting from the light source; centrally placed optimal lighting; and a sharply focused image.

EFFLUENT MONITORING PROCEDURE: Completed Test for the MPN Method

FIELD AND LABORATORY ANALYSIS

Section VII

TRAINING GUIDE NOTE

REFERENCES/RESOURCES

B.2

There is no such thing as a "standard" data sheet for bacteriological tests. A suggested data sheet is shown below:

[illegible]

Note: This data sheet could also be used exclusively for the confirmed test and not for only the completed test stage.

B.6.6

There is no standardized way to accomplish a streak plate in order to isolate pure cultures. Some workers prefer to carry the streaks around the plate several more times with its attendant loop sterilizing sequencing between each of the streakings. Others prefer to use a specially made petri dish which features a center partition which "halves" the dish allowing two separate cultures to be cultivated. These modifications, and others, are not deviations since the only consideration which matters is that a pure culture is available for further testing.

WATER MONITORING PROCEDURES: Completed Test for the MPN Method

FIELD AND LABORATORY ANALYSIS

Section VII

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
D.3.5	<p>You will note that three cultures (10/2 C; 10/3 B; and 10/3 C) are being processed for gram staining even though their 24 hour LLSTB results are negative. This is done for the following reasons:</p> <ol style="list-style-type: none">1. Growth used after 24 hours may give erroneous staining patterns.2. Staining is quickly accomplished and is preferable over restreaking a NAS and waiting an additional day for culturing.3. Microscopic examination need not be done after staining and can wait for the 48 hour fermentation tube results...if positive, proceed microscopically; if negative, coliforms absent and discard stained slide. <p>This outline was prepared by: Rocco Russomanno, Microbiologist, National Training and Operational Technology Center, MOTD, OWPO, USEPA, Cincinnati, Ohio 45268</p>	

A PROTOTYPE FOR THE DEVELOPMENT OF
ROUTINE OPERATIONAL PROCEDURES

for the

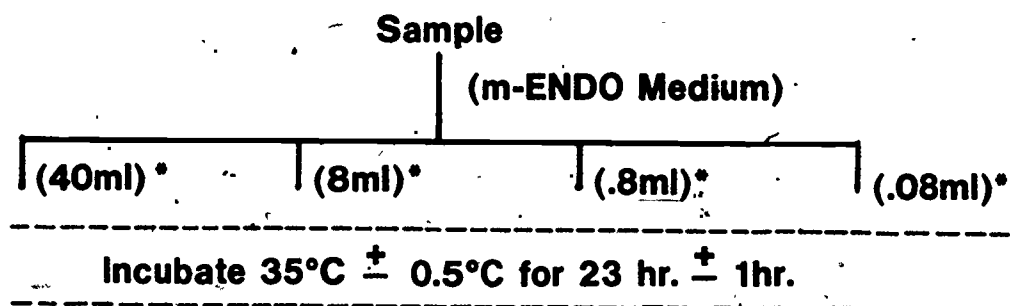
TOTAL COLIFORM TEST BY THE MEMBRANE FILTER METHOD

as applied in

WATER TREATMENT FACILITIES
WASTEWATER TREATMENT FACILITIES
and in the
MONITORING OF EFFLUENT WASTEWATERS

National Training and Operational Technology Center
Municipal Operations and Training Division
Office of Water Program Operations
U.S. Environmental Protection Agency

BA.MET.lab.WMP.9.5.78



[Select plate /5 within
countable plate range]

Total Coliforms
(Colonies with metallic- like
reflecting sheen surface)

Count number of colonies

Calculate total coliform /100 mls

Record results as total
coliforms/100ml

Non-Coliforms
(Colonies lacking metallic-like
reflecting sheen surface)

Total Coliforms not present

*Note: Since sample volumes necessarily change dependent upon the
existing water quality, these have been arbitrarily selected
to give a cross-section of laboratory procedural methodology

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

1. Analysis Objectives

In environmental water monitoring, the application of this methodology can be for any of the following:

- a. Test parameter for the conduction of a sanitary survey during an on-site review of the water source.
- b. Monitoring of influent waters of treatment plant.
- c. Test parameter for special purpose waters (recreational, boating, controlled loading, etc.).

2. Brief Description of Analysis:

Multiple portions of a representative sample are filtered through membrane filters contained within a filtering apparatus. Bacteria in the sample portions are held on the upper surface (gridded) of each of the membranes, while the sample water passes through and is discarded. After several rinses of the funnel of the filtering apparatus with sterile buffered distilled water, each membrane filter is placed on a paper pad (absorption pad) saturated with a medium called m-ENDO Broth within a petri dish. The closed end inverted dishes are incubated within a high humidity incubator set at $35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$ for an incubation period of 22-24 hours.

On this medium, coliform bacteria will grow and develop a golden metallic sheen-like surface on the colonies. Colonies lacking this characteristic reflective surface are not considered as coliforms. This distinctive surface sheen may appear at the center, edges or all-over the colony. At times it can form as flecks or particles of sheen throughout or partially covering the colony.

The membranes are inspected with the aid of a microscope or lens having a magnification of 10x to 15x under reflective lighting from a fluorescent source. Coliform colonies, if any, from suitable membrane/s are counted and a calculation made to determine total coliforms per 100 millimeters.

3. Applicability of this Procedure:

- a. The range of total coliform concentrations:

If the sample volumes
used are

40 ml to 108 ml

These ranges of total
coliforms covered are

50 to 100,000/100 ml

- b. Pretreatment of samples in accordance with Standard Methods, 14th Ed. (p. 904-907)

This procedure conforms to the Standard Total Coliform MPN Tests as described in Standard Methods for the Examination of Water and Wastewater, 14th ed. (1975). p. 914

WATER MONITORING PROCEDURE: Total Coliform-Test by the Membrane Filter Method

Equipment and Supply Requirements

A. Capital Equipment:

1. Autoclave, steam, providing uniform temperatures up to and including 121°C and equipped with an accurate thermometer, pressure gauges, saturated steam power lines and capable of reaching required temperatures within 30 minutes. (Alternately, a suitable pressure cooker is acceptable-- see Standard Methods for particulars.)
2. Incubator, air, providing uniform and constant temperature of 35°C. +0.5°C and having an atmosphere of at least 90% relative humidity.
3. Oven, hot-air, providing uniform temperatures within the range of 160-180°C
4. Apparatus, water distillation, distilled water product suitable for bacteriological operations (alternately, a suitable source is permissible).
5. Microscope, stereoscopic, 10X to 15X magnification with fluorescent lighting mandatory. (Alternately, a suitable magnifying lens with fluorescent lamp is acceptable.)
6. Refrigerator, set for less than 10°C but above the freezing temperature.
7. Vacuum source, preferably a pump assembly with suitable hoses and shut-off valve provided. (Alternately, an aspirator or hand pump with the same provisions are acceptable.)
8. Balance, analytical, sensitivity of 1 mg.
9. Gas source, suitable for burner. (Alternately, an alcohol lamp can be used.)

B. Reusable Supplies:

1. Apron, suitable for laboratory operations.
2. Bottle, sample, of sufficient size for standard sample, preferably of 250 ml, wide-mouth, glass stopper, with tag. (Alternately, 120 ml size)
3. Bottle, squeeze type, containing disinfecting solution.
4. Burner, gas, suitable for laboratory operations with connecting hose.
5. Thermometer, NBS (or NBS calibrated), functions within 20°-60°C range with individual markings of 1°C.
6. Thermometer, NBS (or NBS calibrated), functions within 150°-190°C range with individual markings of 1°C.
7. Filtration Unit, MF, a seamless funnel attached to a receptacle bearing a porous plate (screen, porous disc, etc.) and constructed from stainless steel, glass, porcelain, plastic, or other suitable material.
8. Hot plate, controllable heat range up to the 100°C range.
9. Balance, trip, sensitivity of 0.1 gram at a load of 150 grams, with appropriate weights.
10. Meter, pH, accurate to within 0.1 pH unit, with suitable standard pH reference solution(s).
11. Can, pipet, non-toxic and sterilizable material (if pre-sterilized disposable type pipets are used, this item is unnecessary).
12. Pan, discard, receives contaminated material and pipets and contains disinfectant. Should be of sufficient length to receive pipets placed horizontally.
13. Cylinder, graduated, 500 ml, 100 ml, 50 ml, and 25 ml size. (The 50 ml size is covered with a "cap" of foil or Kraft paper and then sterilized.)

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

Equipment and Supply Requirements (Continued)

14. Blank, dilution water, 99 ml.
15. Pipets, microbiological, 50. ml, with 0.1 ml graduations, sterile cotton plugged, glass or disposable types (the disposable types are for one time use and may be glass or plastic).
16. Pipets, microbiological, 1.0 ml, with 0.1 graduations, sterile cotton plugged, glass or disposable types (the disposable types are for one time use and may be glass or plastic).
17. Pipets, microbiological, 10 ml, with 1 ml graduations, sterile, cotton plugged, glass or disposable types (the disposable types are for one-time use and may be glass or plastic).
18. Beaker, 50 ml (for measuring pH).
19. Flask, volumetric, 1 liter capacity (for stock solution of phosphate buffer).
20. Flask, Erlenmeyer, 500 ml capacity (for holding buffered distilled rinse water).
21. Flask, sidearm, 1 liter size (for reservoir of MF apparatus; proper size bored, rubber stopper is needed to connect MF filtration flask to flask and hose required to vacuum source (must be rigid enough to avoid collapse under vacuum and flexible enough to be controlled by pinch clamp) pinch clamp - vacuum control).
22. Flask, Erlenmeyer, 50 ml (for preparing m-ENDO medium).
23. Forceps, curved end, round tip.
24. Bottle, small, Methanol or Ethanol volume to cover ends of forceps.
25. Sponge, small, to spread and wipe germicide.
26. Desiccator, media storage, ideally opaque or darkened and containing desiccating agent to remove moisture.

C. Consumable Supplies:

1. Dish, petri, disposable, tight fitting plastic, 50 x 12 mm, sterile.
2. m-ENDO Broth, medium, dehydrated, total coliform. Distributors, Difco, BBL, or other equivalent preparation.
3. Pencil, wax, recommended of soft wax equivalent to Blaisdell T69T.
4. Tags, bottle marking.
5. Glass Wool.
6. Cotton, non-absorbent.
7. Paper, Kraft wrapping.
8. Foil, aluminum, heavy duty.
9. Matches or striker.
10. Towels, paper.
11. Detergent, non-toxic, laboratory cleaning.
12. Data Sheet, as required by analyst's agency.
13. Filter, membrane, 47mm, 0.45 μ m pore size, white, grid marked, sterile.
14. Pad, absorbent, 48 mm, sterile (usually included with membrane packet).
15. Potassium Dihydrogen Phosphate (KH_2PO_4), recommended 1/4 lb.
16. Sodium Thiosulphate ($\text{Na}_2\text{S}_2\text{O}_3\cdot\text{SH}_2\text{O}$).
17. Disinfectant, for bench tops and decontaminating purposes, bleach of household strength and prepared according to label directions.
18. Sodium Hydroxide (NaOH), 1N.
19. Distilled water, suitable for bacteriological operations. Obtainable from distillation apparatus (see Capital Equipment) or suitable source of supply.

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

Equipment and Supply Requirements (Continued)

- 20. Magnesium Sulfate ($\text{MgSO}_4 \cdot 7\text{H}_2\text{O}$).
- 21. Ethanol, 95%.

Item needs in quantities or required size or space allowances cannot be specified, as they vary according to the daily analysis schedule. As a rule-of-thumb, space/size or quantity requirements should be at least 3 times the normal daily requirements. For further information on specifications for equipment and supplies, see the Microbiology Section of the current edition of Standard Methods for the Examination of Water and Wastewater.

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures		Aa. All pretest procedures completed before starting other first-day procedures.	
1. Incubator Setup, Adjustment (35°C ± 0.5°C)	1. Place incubator in permanent location.	1a. Floor location for large unit or table or bench for smaller units. 1b. Out of drafts or place in which it will be in direct sunlight part of day. 1c. Location convenient to laboratory operations. 1d. Convenient source of electric power with a separate circuit, if possible.	V.A.1.1
	2. Provide a saturated humidity within incubator.	2a. Check manufacturer's handbook for maintenance of humidification system, if installed. 2b. If humidifier system not installed within incubator, place beakers or trays containing distilled water on shelves to provide relative humidity of at least 90 percent during operating temperatures.	III.A.1.2b
	3. Install thermometer.	3a. Functions at least in 30°-40°C range. Meets NBS standards. Have 0.2°C increment markings or less. 3b. Usually a corner location to prevent breakage and tip immersed in a bottle containing water, glycerin, etc. for a more stable reading. 3c. If thermometer assembly has been installed by manufacturer, check for above requirements and calibrate with NBS thermometer. Calibration may be possible by removal and testing of installed unit or by comparison during incubator operation.	V.A.1.3
	4. Connect incubator to electric power source and turn ON.	4a. Pilot light should come on.	

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WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	5. Adjust temperature until stabilized at required temperature.	5a. Manufacturer's instructions for location and method of temperature adjustment. 5b. Allow about 1 hour between fine adjustment (less than 2 degrees) and immediate adjustments can be made when the calibration is greater than this amount. Temperature achievement by the setting knob will be usually indicated by either a light indication or by an alternate lighting of a "heat-ON" - "refrigerant-ON" or other arrangement depending upon the incubator type/model.	
	6. Operate incubator continuously.	6a. Operate incubator continuously unless it will be unused for a relatively long period. (2 weeks or more). 6b. Daily check of temperature required, preferably an early morning and late afternoon with a written record maintained. Adjust temperature if necessary. 6c. Check at least biweekly the humidity level of interior of incubator. Add water to humidifier unit, if applicable, or to trays placed on the shelves providing humidification by convection.	
2. Oven Sterilizer-Drier Setup, Adjustment ($170^{\circ} \pm 1.0^{\circ}\text{C}$)	1. Place oven sterilizer-drier in permanent location. 2. Connect oven/drier to power source and turn ON. 3. Install thermometer.	1a. Convenient source of electric power. 2a. Usually an indication is given that power is applied--such as an indicator light. 3a. If installed by manufacturer, ascertain if installation meets the above requirements.	V.A.2 (p. 38)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	4. Adjust oven temperature to stabilize at required sterilizing temperature.	4a. 170°C is the required temperature. Arbitrarily, for this publication, a 1 degree leeway is stipulated. 4b. Manufacturer's instruction for location and method of temperature adjustment. 4c. Allow about 1 hour between fine adjustments (less than 2 degrees of desired temperature) and immediate adjustments can be made when the calibration is greater than this amount.	
3. Autoclave Setup	1. Install and operate autoclave according to manufacturer's instructions.	1a. Variable in design and operation, and unless properly operated can be dangerous. 1b. Used to sterilize objects made of or including liquids, rubber, and some plastics, and, for glassware, if desired. 1c. Operated for general sterilization at 121°C. (250°F) for a period of 15 minutes after this temperature has been attained. 1d. Sterilized media and liquids must be removed as soon as possible upon completion of sterilization from the chamber of the autoclave.	
4. Water Distillation Equipment Setup	1. Install and operate in accordance with manufacturer's instructions. 2. Operate as required to maintain adequate supplies of suitable distilled water.	1a. Must produce water meeting quality requirements for bacteriological tests.	V.A. 4 (p. 39)
5. pH Meter Setup	1. Setup and operate in accordance with manufacturer's instructions.	1a. Meter must be accurate to at least 0.1 pH unit.	

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued) 6. Glassware Preparation	1. Clean and rinse using a suitable detergent and hot water. 2. Use final rinsings of deionized or distilled water.	1a. Nontoxic detergent must be completely removed from glassware. 2a. Six to twelve successive rinsings may be required. 2b. Must produce a clean dry glassware which meets bacteriological requirements for suitability.	
7. Sample Bottle Preparation	1. Deliver 0.1 ml or 0.2 ml of 10% sodium thiosulfate solution to each sample bottle (0.1 ml to 4 oz. or 120 ml size and 0.2 ml to 6-8 oz. or 250 ml size). Sodium thiosulfate is prepared as follows: *Weigh 10.0 grams of sodium thiosulfate. *Dissolve in 50-60 ml of distilled water. *Add distilled water to bring final volume to 100 ml. *Transfer to labeled bottle. 2. Place cover on sample bottle. 3. Place paper or metal foil cover over bottle cap or stopper.	1a. Bottle meets glassware requirements. 1b. Use 1 ml pipet. 1c. Provides adequate sodium thiosulfate for neutralizing chlorine in sample. Note: If the sample does not contain chlorine, it is not necessary to add the sodium thiosulfate. <u>Sodium Thiosulfate Preparation</u> 1d. Use of trip balance for weighing acceptable. 1e. 100 ml graduated cylinder satisfactory for volume measurements. 1f. Final preparation should be labeled as <u>10% Sodium Thiosulfate</u> and stored in refrigerator. 3a. Protects opening of sample bottle from accidental or natural contamination.	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	4. Sterilize sample bottle in autoclave or oven.	4a. In oven at 170°C for 1 hour. In autoclave at 15 pounds for 15 minutes.	
	5. Store sample bottle in clean dry place until used.		
8. Pipet Preparation	1. Insert a plug of non-absorbent cotton into mouthpiece of clean, dry pipet.	1a. Pipets which have chipped, or broken tips or tops should be discarded. 1b. Cleanliness and suitability of pipets equivalent to bacteriological suitability of glassware. 1c. Cotton plug must be tight enough to prevent easy removal, either by pipeting action or by handling and yet be loose enough to permit easy air movement through the plug. 1d. Plug protects user from ingesting sample into his mouth.	
	2. Pass plugged end of pipet quickly through burner.	2a. Removes wisps of cotton which interferes with fingertip control of pipeting action.	
	3. Insert a layer of glass wool or multi-layer of paper padding in bottom of pipet can.	3a. Protects tips from damage. 3b. Pipets can be sterilized individually, if desired by wrapping in Kraft paper, then oven sterilizing. This technique would make the use of pipet cans unnecessary.	
	4. Place pipet in pipet can with delivery tip downward and contacting glass wool or paper. Close can when full or desirable to complete preparation.	4a. Cotton-plugged mouthpiece in pipeting is finger control end with the delivery tip on the opposite end. 4b. Approximately twenty (20) 1 ml pipets or twelve (12) 10 ml pipets will normally be accommodated in these cans. 4c. Can must be able to withstand sterilizing conditions. Toxic materials, such as copper, must not be used. Aluminum, stainless steel, or glass (Pyrex) are acceptable.	

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	5. Sterilize pipets.	5a. At least 1 hour in oven at 170°C, or 5b. In autoclave at 15 pounds steam pressure for 15 minutes. Cans removed quickly from autoclave after sterilizing with aid of asbestos gloves and opened quickly and slightly to allow residual steam to escape for a few seconds.	
9. Blanks, Dilution Water	6. Store cans in a clean dry place until needed.		
	1. Prepare stock solution of potassium dihydrogen phosphate (KH_2PO_4) by dissolving 34.0 grams of this chemical in 500 ml of distilled water and adjusting its pH to 7.2 with 1N NaOH. Dilute to 1 liter in volumetric flask.	1a. Distilled water may be measured in 500 ml graduated cylinder. 1b. Label to show contents, identity of preparer, and date of preparation. 1c. Stored in refrigerator. 1d. Discarded if mold or turbidity appear.	
	2. Prepare stock solution of magnesium sulfate ($MgSO_4 \cdot 7H_2O$) by dissolving 50 grams of this chemical in 500-600 ml of distilled water and, after complete dissolving, bring the final volume to 1 liter in a volumetric flask.		

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	<p>3. Prepare <u>working solution</u> of dilution water by adding 1.25 ml of the potassium dihydrogen phosphate stock solution and 5 ml of the magnesium sulfate stock solution to each liter of distilled water to be used in the preparation of dilution water.</p> <p>4. Deliver enough working solution to each dilution water bottle so that after sterilization the bottle will contain 99 ± 2 ml of dilution water.</p> <p>5. Place caps on bottles loosely.</p> <p>6. Sterilize in autoclave.</p> <p>7. Remove from autoclave, tighten bottle caps; cool to room temperature.</p> <p>8. Store in cool place.</p>	<p>3a. A 10 ml or 5 ml pipet is satisfactory for delivery of both of these stock solutions provided that it has graduation marks to deliver the proper amount. Use separate pipets for each solution to prevent contamination.</p> <p>4a. Recommended that dilution water bottles have a marking at the desired 99 ml quantity. Amount to be delivered to bottle before sterilization cannot be stated exactly as evaporation is different with differing conditions and autoclaves. Ordinarily about 102 ml will be required.</p> <p>6a. 15 minutes at 121°C.</p> <p>8a. Dilution bottles ready for use. May be stored indefinitely.</p> <p>8b. Some evaporation loss may occur in time and in these cases, sterile similarly prepared water may be added. This is why a calibrated marked bottle is desirable.</p>	

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued). 10. Preparation of Total Coliform Medium	1. Retrieve and inspect dehydrated m-ENDO broth medium.	1a. Best stored in desiccator which prevents moisture from damaging medium. 1b. Powder must be light pink without signs of hardening or color change to blood red hue.	VI.A.10.1 (p. 41)
	2. Weigh 1 gram of dehydrated m-ENDO broth.	2a. Sufficient for 20 ml of medium which prepares 10 petri dishes. 2b. Analytical balance having a sensitivity of 1 mg will be required. 2c. More than 2 grams being weighed can be done on less sensitive balance. This would provide more plates, but, of course, some medium can be discarded.	II.A.10.2 (p. 36)
	3. Place powder in a clean, dry 50 ml Erlenmeyer flask.		
	4. Prepare an alcohol-water solution as follows: a. Place 0.4 ml of ethanol in a clean, dry 25 ml graduate. b. Add distilled water to the graduate to the 20 ml mark.	4a. Graduate need not be sterile. No acceptable substitutes for ethanol. Use 1 ml pipet graduated in 0.1 ml increments. 4b. A Squeeze bottle addition to the graduate makes control of the distilled water addition easier.	VI.A.10.4 (p. 41)
	5. Add a small amount of the ethanol-water solution to the powder in the flask (about 5 ml). Swirl flask to mix powder and then add the remainder of the water.	5a. Small addition of water makes it easier to re- move powder from walls of flask.	572

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	6. Cover top of flask with aluminum foil.	6a. Some laboratories use a screw-cap to cover the flask. If this is to be practiced, make sure that the cap is <u>LOOSE</u> when heating to relieve pressure built up during heating.	
	7. Heat flask on a hot plate set to high heat range.	7a. Constant stirring is necessary to prevent charring or burning of medium.	
	8. Remove at first sign of boiling.	8a. Prolonged heating reduces selectivity of medium. 8b. Do not autoclave this medium. 8c. Medium ready for use. Can be stored in refrigerator for up to 96 hours before discarding.	
11. Preparation of m-ENDO Plate	1. Remove a sterile petri dish from its container. Loosen its cover without removal.	1a. Usually in a sleeve of pre-sterilized plastic one-time-use dishes. 1b. Laboratory reusable sterilized glass dishes can alternately be used.	
	2. Remove a sterile absorption pad from its container and place in dish. Replace cover which is still kept loosely fitting.	2a. Usually packaged with membrane filters, or, alternately, can be separately laboratory sterilized. 2b. Use a forceps which has been standing in a flask of alcohol and then passed quickly through a flame to remove residual alcohol to handle the pad.	
	3. Transfer approximately 2 ml of the m-ENDO broth to the absorption pad within the dish.	3a. Plate can be stored in refrigerator for up to 96 hours before discarding or used immediately.	
	4. Gently tip the opened petri dish until a droplet of medium forms on the inner lower edge.	4a. A 2 ml broth addition is usually an excessive amount. 4b. Hold petri dish cover in other hand. Do not allow it to become contaminated.	

EFFLUENT MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

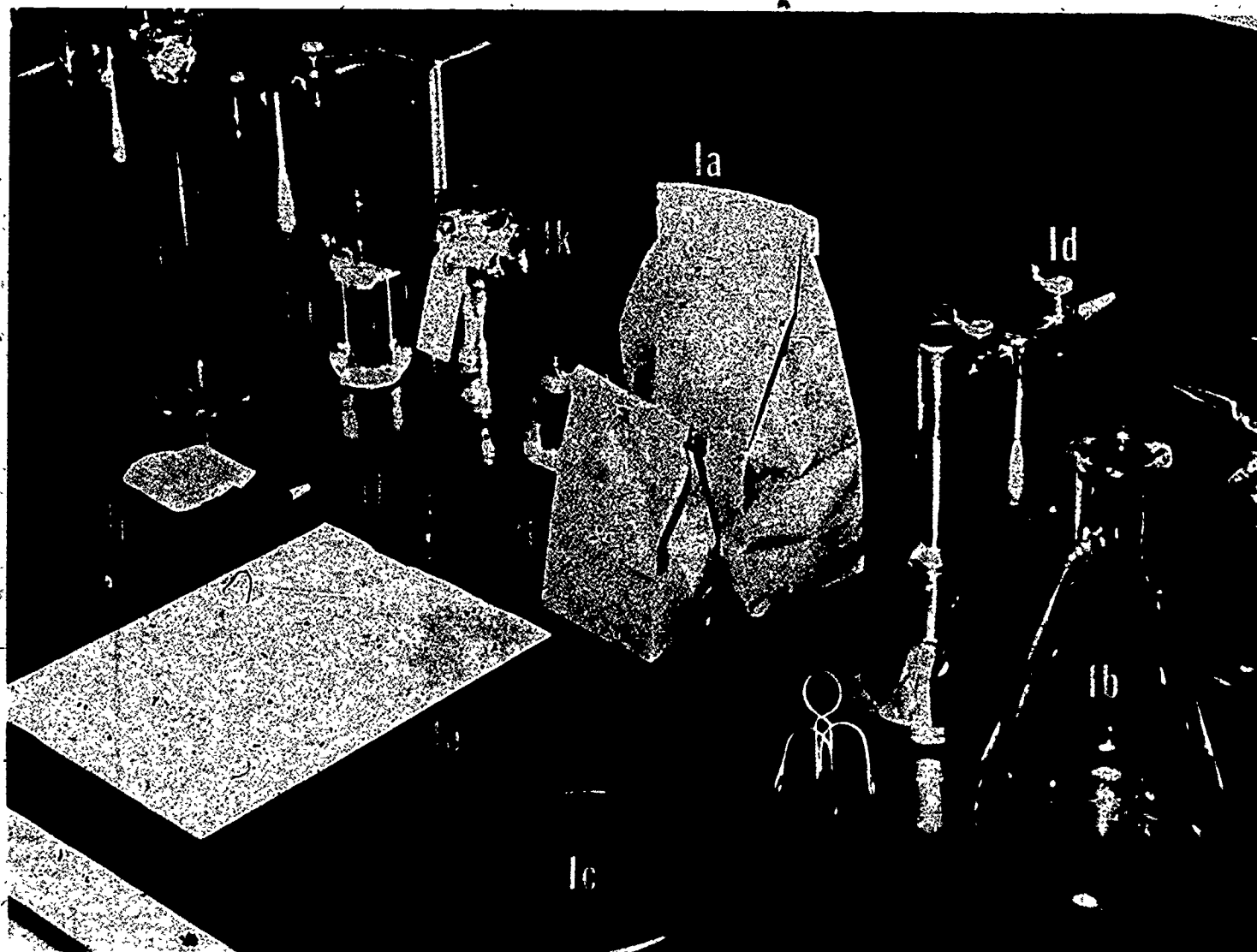
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
A. Pretest Procedures (Continued)	5. Gently shake out large droplet to waste. Replace cover tightly.	5a. Plate is ready for use in analysis. 5b. Keep plate from excessive exposure to light, particularly sunlight. 5c. It has been found that this procedure will invariably give an optimum amount of medium, whereas, trying to measure precisely the same amount for each plate will give deviations from optimum amounts more frequently. 5d. If plate is to be used within the hour simply cover with a paper towel on the bench. If a greater time is expected, place in refrigerator until used.	
B. First-Day Procedure 1. Equipment Maintenance 2. Sample Collection and Handling	1. Check, record, and adjust, if necessary, the 35°C incubator. 2. Check, record (if done) and adjust (if necessary) the refrigerator. 1. Collect sample, use a grab, direct filling, or suitable device collection technique. 2. Apply label to bottle and enter required information.	1a. Representative of water supply system. 1b. Leave sufficient air space in bottle to allow shaking of sample (at least 2.5 cm or 1 inch). 1c. Do not rinse bottle before collecting sample as this would cause loss of dechlorinating agent. 1d. Exercise care to prevent contamination of samples. 2a. Enter required information as per agency requirements. A minimum useful amount of entries include: *name of sampler (complete name, not initials) *location/code of collection site *time of collection *chlorine residual (water before sampling) *date of collection.	

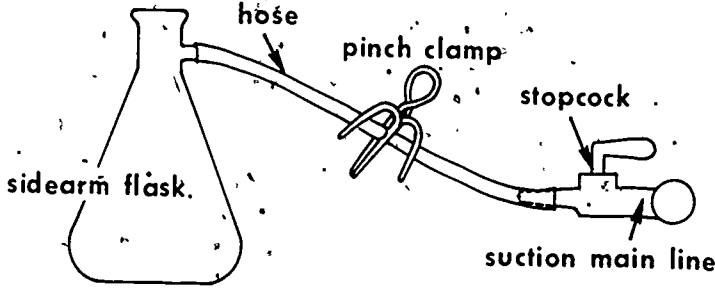
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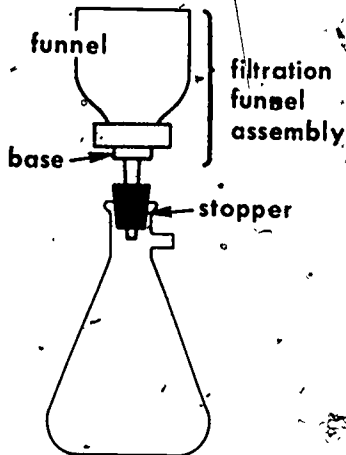
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)	3. Place bottle in closed ice chest.		
	4. Transport to laboratory and dispose of sample in accordance with laboratory policies.	4a. Sample should be analyzed as soon as possible. Immediate analysis is best but up to 6 hours holding time is acceptable.	
3. Preamalysis Preparation	1. Prepare laboratory data sheet.	1a. No standard data sheet. Use form recommended by laboratory/agency. 1b. Some of required information will be on sample label.	
	2. Disinfect laboratory bench; wipe dry.	2a. Use sponge and disinfectant; paper toweling.	
4. Equipment and Material Preparation/Assembly	1. Assemble required equipment and material.	1a. Filtration funnel assembly, sterile. 1b. Side arm suction flask, 1 liter size. 1c. Hose, suction w/clamp. 1d. Vacuum source, operational. 1e. Sheet, data. 1f. Prepared m-ENDO dishes. (4 required) 1g. Membrane filters, sterile. 1h. 99-ml buffered, distilled water blank. 1i. Forceps and disinfectant container (methanol). 1j. Pencil, marking. 1k. Sample bottle. 1l. Graduate, sterile, 50 ml; foil hood protected. 1m. Burner, gas, w/hose joined to gas source. * pipets, 10 ml, 1 ml sterile. (not shown) * buffered distilled rinse water (about 250 ml per analysis).	

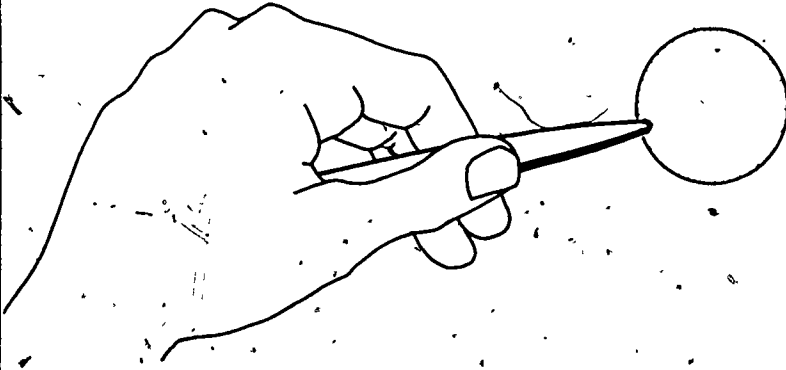
WATER MONITORING PROCEDURE: Total Coliform Test for Drinking Water by the Membrane Filter Method



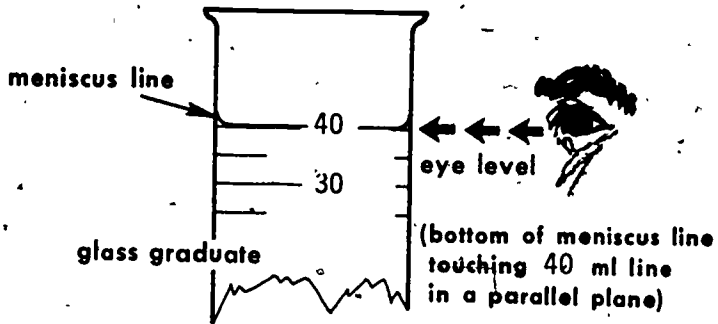
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION, OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)	2. Assemble the units of the filtration apparatus.	<p>2a. Suction side of apparatus may, depending on choice of equipment, consist of sidearm suction flask, suction line, pinch clamp, and suction device. Such an arrangement is shown below:</p> 	V.B.4.2 (p. 39)
	3. Test the filtration apparatus for operation.	<p>3a. Check suction units for cleanliness and operation. Open suction line by turning on stopcock and removing pinch clamp and check for suction at neck of sidearm flask by placing palm of hand over neck of flask and noting presence of suction. Replace and close pinch clamp and note if suction is cut off from the flask. NOTE: This test is made without the filtration funnel assembly being installed.</p>	
	4. Assemble the units of the filtration unit assembly: Unwrap sterile funnel base from wrapping and place on base unit.	<p>4a. The filtration unit assembly consists of a funnel and a base which should be clean, sterile, and in operational status.</p> <p>4b. Manufacturers usually provide kits for maintenance of units.</p> <p>4c. Do not contaminate working areas of funnel assembly (screen, inner area of funnel, funnel lip, etc.).</p> <p>4d. Stopper may be retained on base of filtration unit throughout the usage and sterilization of the base.</p>	

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>B. First Day Procedure. (Continued)</p>		<p>4e. Units of filtration assembly are sterilized by steam after wrapping in Kraft paper or aluminum foil.</p>	
<p>5. Sample Filtrations A. 40 ml Volume</p>	<p>5. Light burner.</p> <p>6. Label m-ENDO plate with necessary identification markings.</p>	<p>5a. Some laboratories use an alcohol lamp.</p> <p>6a. Conforms to data sheet. (See flow sheet.)</p>	
	<p>1. Place membrane filter (MF) on base of funnel unit and centered evenly on the screen assembly.</p>	<p>1a. Funnel top removed carefully to avoid contamination. Do not place on contaminated surface. Best to hold in hand while using forceps in other.</p>	
			

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)	2. Deliver a small volume of sterile buffered distilled rinse water inside the funnel.	1b. MF placed grid or inked side UP. MF handled with flamed forceps and only on the membranes outer 3/16 inch of its circumference.	See Flow Sheet (p. 3)
	3. Deliver sample volume to funnel by using a sterile graduate.	 <p>1c. Replace funnel top. Avoid over-tightening which can damage the MF or cause leakage.</p> <p>2a. Use approximately 10 ml of water.</p> <p>2b. Observe funnel for leakage. If any, disassemble unit and repeat from Step 1 after inspecting base of funnel for possible debris or damage. Persistent leakage will necessitate maintenance or replacement of funnel unit.</p> <p>3a. Thoroughly shake sample bottle prior to filling graduate to 40 ml mark. A minimum requirement would be 25 complete up-and-down (or back-and-forth) movements of about 0.3 ml (1 foot) in 7 seconds.</p> <p>3b. Sterile graduate is prepared by oven sterilization with an aluminum foil cap.</p>	

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

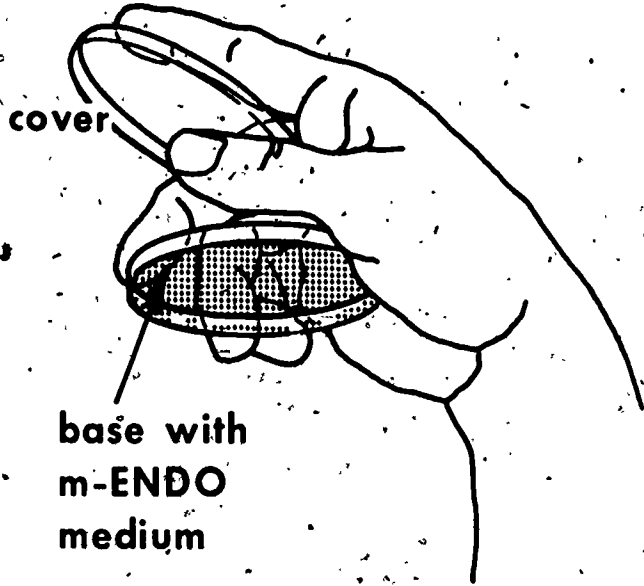
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)	<p>4. Gently pour sample (40 ml) into funnel.</p>	<p>3c. Volume in graduate is measured by sighting if the meniscus lower curve being even with the 40 ml mark.</p>  <p>4a. Avoid splashing. Pour slowly and close to top of funnel without touching sides.</p> <p>4b. Allow a 5 second drainage period before shaking off the last drop.</p> <p>4c. Graduate marked TC (to contain): Rinse graduate several times with sterile water and pour each rinsing individually into funnel.</p> <p>4d. Graduate marked TD (to deliver): Rinsing not necessary, but, allow at least 5 seconds drainage time and then gently tap off last drop into funnel.</p>	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)	5. Open vacuum control valve and remove pinch clamp to allow vacuum to filter sample through MF.	5a. Vacuum must not be allowed to enter system prior or during the previous step as this would suck sample prematurely and bacterial dispersion will not occur over membrane. 5b. Allow complete passage of sample through MF.	V.B.6.1 (p. 39)
	6. Rinse funnel three times with sterile buffered distilled water.	6a. Rinsings remove all of residual sample droplets from sides of funnel. 6b. Allow complete flushing of each rinse through membrane before applying next rinse. 6c. Use about 25 ml for each rinse and pass around funnel to rinse complete circumference (circular motion of hand around funnel) of funnel. Do not touch inside area of funnel.	
	7. Replace pinch clamp on suction hose.	7a. Interrupts vacuum delivery to flask. 7b. Will not allow MF to be lifted from base without possible damage due to strong suction being continued. 7c. Some laboratories may elect to use control valve for this operation and not use pinch clamp.	
	8. Disconnect funnel locking device and lift funnel from base to expose MF.	8a. Best to hold funnel in one hand while using forceps with other. Some laboratories may elect to either: *Use a germicidal cabinet to hold funnel. *Use a funnel holding device. But, in any event, <u>DO NOT</u> place funnel where it can become contaminated if it is to be used for another sample as is this analysis.	
	9. Remove membrane from funnel base.	9a. Again, handle membrane carefully with flamed forceps (quickly flamed after removing from alcohol immersion jar - <u>NOT HEATED</u>) and only on outer 3/16 inch of membrane.	

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)	<p>10. Replace funnel on base if it is held in other hand; or, replace when convenient if held in holding device or UV-light box.</p> <p>11. Remove cover from m-ENDO dish.</p>	<p>9b. Break residual vacuum in flask by gently lifting edge of MF before removing.</p> <p>10a. Funnel unit is now ready to receive the next sample as the three rinses have been found to be sufficient to cleanse the funnel of bacteria, which can influence this test (carry-over or loss of bacteria).</p> <p>11a. Do not allow it to become contaminated. Can either be held in the hand or placed on the lab bench.</p> 	V.B.6.3 (p. 40)

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued)	12. Place MF over the m-ENDO medium. Close the dish tightly when membrane shows elimination of air pockets.	12a. Grid or inked side surface contains the bacteria and must not be placed next to the m-ENDO. 12b. If air pockets persist (indicated by white areas with pink colored m-ENDO liquid) pick up the MF by its edge and re-roll. Persistent clear or white areas usually indicate that there is too little broth on the pad. Add a drop of m-ENDO to the pad if necessary while holding up a corner of the MF. Do not place broth over the membrane. 12c. Use a rolling action to eliminate air pockets. Do not run forceps or any object over the MF as it is very delicate and damage can result in poor plate results. 12d. Some amount of air spots is tolerable if they are outside the working area of where the bacteria were plated. About 3/16 inch is acceptable.	
	13. Invert petri dish (turn upside down). The bottom or plate base will now be on top and the MF will be upside down. Label dish. 14. Place dish in the inverted position within the 35°C incubator.	13a. Use wax marker or a label used by facility. 13b. Indicate time of plating and sample number. 14a. Plate is inverted to prevent droplets from "falling down" on MF destroying the colonial growth of the bacteria. 14b. Do not crowd plates. If a number of them have to be stacked, place them no more than three high with an unused area around them equal to the size of a petri dish. 14c. Allow an incubation period of 22-24 hours. Be sure time of plating is indicated on data sheet.	

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

OPERATING PROCEDURES.	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedure (Continued) B. 8 ml Sample Volume	<ol style="list-style-type: none"> 1. Place membrane filter (MF) on base of funnel unit and centered evenly on the screen assembly. 2. Deliver a small volume of sterile buffered distilled rinse water inside the funnel. 3. Deliver sample volume to funnel by using a sterile pipet. 4. Gently pipet the 8 ml into the funnel. 5. Open vacuum control valve and remove pinch clamp to allow vacuum to filter sample through MF. 6. Rinse funnel three times with sterile buffered distilled water. 7. Replace pinch clamp on suction hose. 	<ol style="list-style-type: none"> 1a. As previously described. 2a. As previously described. 3a. Thoroughly shake sample bottle as described previously. 3b. Fill pipet to about the 10 ml mark and apply finger pressure to hold this amount within pipet. 3c. Allow volume to fall to exactly the 8 ml graduation. Hold and maintain this volume by finger pressure. 4a. As previously described in B.5A.4a-b. 6a. As described previously. 7a. As described previously. 	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
B. First Day Procedures. (Continued)	<p>8. Disconnect funnel locking device and lift funnel from base to expose MF.</p> <p>9. Remove membrane from funnel base.</p> <p>10. Replace funnel on base if it is held in other hand, or, replace when convenient if held in holding device or UV light box.</p> <p>11. Remove cover from m-ENDO dish.</p> <p>12. Place MF over the m-ENDO medium. Close the dish tightly when membrane shows elimination of air pockets.</p> <p>13. Invert petri dish.</p> <p>14. Place dish in the inverted position within the 35°C incubator.</p>	<p>8a. As described previously.</p> <p>9a. As described previously.</p> <p>10a. As described previously.</p> <p>11a. As described previously.</p> <p>12a. As described previously.</p> <p>14a. As described previously.</p>	
C. 0.8 ml Sample Volume	<p>1. Accomplish complete filtration procedure as described previously (steps 1-14) for other volumes.</p>	<p>1a. All items of step sequence and of this column are identical except for the means of obtaining the sample volume which is as follows:</p> <p>A. Use a 1 ml pipet. Fill pipet to zero mark and apply finger pressure to hold this amount within pipet. Drop level to 0.2 ml mark.</p> <p>B. Gently pipet the .8 ml sample volume into the funnel. Pipets may be of two general types:</p>	

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(Continued)

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WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

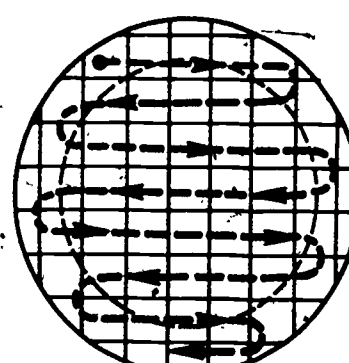
OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
<p>B. First Day Procedures (Continued)</p> <p>D. 0.08 ml Sample Volume</p>	<p>1. Accomplish complete filtration procedures as described previously (steps 1-14) for other volumes.</p>	<p>a. TD (To Deliver)...This type allows proper volume delivery when the liquid level either drops to a marked line value or falls to the delivery tip with full finger release.</p> <p>b. TC (To Contain)...This type will have proper volume delivery of the full pipet contents only when the last remaining volume is forcibly ejected from the by blowing.</p> <p>1a. All items of step sequence and of this column are identical except for the means of obtaining the sample volume which is as follows:</p> <p>A. Required materials:</p> <ol style="list-style-type: none"> Pipet, sterile, 1 ml Pipet, sterile, 10 ml 99-ml dilution blank water level adjusted, if necessary, by use of sterile pipet or sterile pipet and dilution water. <p>B. Add 1 ml of well shaken sample water to the 99-ml blank and shake this well to distribute sample.</p> <p>C. Water the 10 ml pipet, obtain water from the blank and pipet 8 ml to the funnel.</p>	
<p>C. Second Day Procedure</p> <p>1. Colony Counting Procedure</p>	<p>1. Remove petri dishes from incubator with careful handling to avoid jarring of plates. Turn plates over where cap is now on top.</p>	<p>1a. Incubation period has been within the 22-24 hour period. No deviations are permitted:</p> <p>1b. Rough handling can cause spattering of droplets within plate and possibly causing difficulty in counting.</p>	

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OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES
C. Second Day Procedure (Continued)	<p>2. Observe visually which plates are within the countable plate range (20-80 colonies). Select those within this range for counting.</p> <p>3. Count selected plates for total coliform colonies with microscopic aid. Adjust light source to give maximum sheen development to colonies, if any,</p>	<p>2a. This ability comes with experience, but plates which are overcrowded or those with less than 20 are readily apparent.</p> <p>2b. Observation of numerous colonies on the MF, even if they are not sheen containing colonies, will require counting since there is a 200 count maximum allowable colony count. The 200 colonies or more of all types (which includes coliforms) is an amount of growth which produces interferences with validity of results.</p> <p>2c. It is necessary only to record counts within the given range, but, if not possible, we will cover exceptions later with examples.</p> <p>3a. Binocular wide field dissecting microscope with 10-15x magnification preferred, but magnifying lens acceptable.</p> <p>3b. Cool, white, fluorescent lighting system necessary. A near vertical light adjustment is usually optimum.</p> <p>3c. Sheen is characteristic of the coliform group of bacteria and is a golden, metallic-like reflective property on the surface of the colonies. Sheen can completely or partially cover the colony. It can also appear as flecks. ANY AMOUNT OF SHEEN is considered positive.</p>	

WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES															
C. Second Day Procedure (Continued)		<p>3d. Microscopically scan membrane with a back-and-forth movement over the grids and count all colonies having sheen.</p> <div></div> <p>The dashed circle indicates the effective filtering area. The dashed back-and-forth line indicates the colony counting pathway.</p> <p>3e. Colonies are raised, usually circular, growths of original bacteria which was planted on the membrane and are considered to be the result of a single organism multiplying many times to produce a visible colony.</p> <p>4. Select colony count/counts to use. Utilize formula to calculate count/100 ml.</p> <p>4a. <u>Formula</u></p> $\text{Total Coliforms/100 ml} = 100 \times \frac{\text{Colony Count}}{\text{No. of mls Filtered}}$ <p><u>Example #1</u></p> <table><thead><tr><th><u>mls Filtered</u></th><th><u>No. Colonies</u></th><th><u>TC/100 ml</u></th></tr></thead><tbody><tr><td>40</td><td>TNTC (Indicates too numerous to count)</td><td></td></tr><tr><td>8</td><td>TNTC</td><td></td></tr><tr><td>0.8</td><td>TNTC</td><td></td></tr><tr><td>0.08</td><td>35</td><td>43.750</td></tr></tbody></table>	<u>mls Filtered</u>	<u>No. Colonies</u>	<u>TC/100 ml</u>	40	TNTC (Indicates too numerous to count)		8	TNTC		0.8	TNTC		0.08	35	43.750	V.C.1.3e (p. 40)
<u>mls Filtered</u>	<u>No. Colonies</u>	<u>TC/100 ml</u>																
40	TNTC (Indicates too numerous to count)																	
8	TNTC																	
0.8	TNTC																	
0.08	35	43.750																

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Use: 35 colonies with 0.08 ml sample volume which calculates to 44,000/100 ml (Use two significant figures).

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																								
C. Second Day Procedure (Continued)		<p><u>Example #2</u></p> <table><tr><th><u>mls Filtered</u></th><th><u>No. Colonies</u></th><th><u>TC/100 ml</u></th></tr><tr><td>40</td><td>70</td><td rowspan="4">Combined calculation</td></tr><tr><td>8</td><td>22</td></tr><tr><td>0.8</td><td>below 20</td></tr><tr><td>0.08</td><td>below 20</td></tr></table> <p>40 ml + 8 ml = 48 ml</p> <p>70 colonies + 22 colonies = 92 colonies</p> <p>$TC/100\text{ ml} = 100 \times \frac{92}{48} = 190/100\text{ ml}$</p> <p>Use: 190/100 ml as count based on combined values of the plates.</p> <p><u>Example #3</u></p> <table><tr><th><u>mls Filtered</u></th><th><u>No. Colonies</u></th><th><u>TC/100 ml</u></th></tr><tr><td>40</td><td>TNTC</td><td rowspan="4">>200 (greater than 200) Limit sur- passed--not used 94,000</td></tr><tr><td>8</td><td>TNTC</td></tr><tr><td>0.8</td><td>270 (80 coliforms & 190 background colonies)</td></tr><tr><td>0.08</td><td>75</td></tr></table> <p>Use: 75 colonies from the 0.08 volume to give a count of 94,000/100 mls</p>	<u>mls Filtered</u>	<u>No. Colonies</u>	<u>TC/100 ml</u>	40	70	Combined calculation	8	22	0.8	below 20	0.08	below 20	<u>mls Filtered</u>	<u>No. Colonies</u>	<u>TC/100 ml</u>	40	TNTC	>200 (greater than 200) Limit sur- passed--not used 94,000	8	TNTC	0.8	270 (80 coliforms & 190 background colonies)	0.08	75	
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WATER MONITORING PROCEDURE: Total Coliform Test by the Membrane Filter Method

OPERATING PROCEDURES	STEP SEQUENCE	INFORMATION/OPERATING GOALS/SPECIFICATIONS	TRAINING GUIDE NOTES																																													
C. Second Day Procedure (Continued)		<p><u>Example #4</u></p> <table><tr><th><u>mls Filtered</u></th><th><u>No. Colonies</u></th><th><u>TC/100 ml</u></th></tr><tr><td>40</td><td>TNTC</td><td>-</td></tr><tr><td>8</td><td>TNTC</td><td>-</td></tr><tr><td>0.8</td><td>150</td><td>-</td></tr><tr><td>0.08</td><td>90</td><td>110,000</td></tr></table> <p>Rationale: Use that count which is closer to the maximum 80 count.</p> <p><u>Example #5</u></p> <table><tr><th><u>mls Filtered</u></th><th><u>No. Colonies</u></th><th><u>TC/100 ml</u></th></tr><tr><td>40</td><td>17</td><td>43</td></tr><tr><td>8</td><td>3</td><td>-</td></tr><tr><td>0.8</td><td>0</td><td>-</td></tr><tr><td>0.08</td><td>0</td><td>-</td></tr></table> <p>Rationale: Use that count which is closer to the minimum 20 count.</p> <p><u>Example #6</u></p> <table><tr><th><u>mls Filtered</u></th><th><u>No. Colonies</u></th><th><u>TC/100 ml</u></th></tr><tr><td>40</td><td>0</td><td><3 (Less than 3)</td></tr><tr><td>8</td><td>0</td><td>-</td></tr><tr><td>0.8</td><td>0</td><td>-</td></tr><tr><td>0.08</td><td>0</td><td>-</td></tr></table> <p>Rationale: Assume that the largest volume delivered has one colony. Use this in calculations and call the result < (less than).</p>	<u>mls Filtered</u>	<u>No. Colonies</u>	<u>TC/100 ml</u>	40	TNTC	-	8	TNTC	-	0.8	150	-	0.08	90	110,000	<u>mls Filtered</u>	<u>No. Colonies</u>	<u>TC/100 ml</u>	40	17	43	8	3	-	0.8	0	-	0.08	0	-	<u>mls Filtered</u>	<u>No. Colonies</u>	<u>TC/100 ml</u>	40	0	<3 (Less than 3)	8	0	-	0.8	0	-	0.08	0	-	
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<u>SECTION</u>	<u>TOPIC</u>
I	Introduction
II*	Educational Concepts - Mathematics
III*	Educational Concepts - Science
IV	Educational Concepts - Communications
V*	Field and Laboratory Equipment
VI*	Field and Laboratory Reagents
VII	Field and Laboratory Analyses
VIII	Safety
IX	Records and Reports

*Training guide materials are presented here under the headings marked *.
These standardized headings are used through this series of procedures.

WATER MONITORING PROCEDURES: Total Coliform Test by the Membrane Filter Method

EDUCATIONAL CONCEPTS - MATHEMATICS

Section II

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES			
A.10.2	<p>Since 48 grams of m-ENDO broth powdered medium and 20 ml of 95% Ethanol are required to prepare 1 liter (1000 ml) of m-ENDO broth, it is possible to calculate weights and volumes to prepare any requirement based upon the number of plates desired. Calculations are based upon knowing the above figures and the requirement of 2.0 ml of broth for each pad saturation.</p> <p>For rapid calculations the following two formulas can be used:</p> <ol style="list-style-type: none">1. No. of plates desired x 0.096 = grams m-ENDO2. No. of plates desired x 0.04 = ml Ethanol. <p><u>EXAMPLE:</u> If 47 plates of m-ENDO are required:</p> <table><tr><td>1. 47 x 0.096 = 4.512 or 4.5 grams m-ENDO.</td><td rowspan="2">} 94 ml total volume</td></tr><tr><td>2. 47 x 0.04 = 1.88 or 1.9 ml Ethanol.</td></tr></table> <p><u>NOTE:</u> Due to the practical and technical difficulties involved in weighing very small portions as, for instance, 0.096 grams of m-ENDO for one plate requirement, it would be wise to prepare at least 10 plates (0.96 or 1.0 gram m-ENDO and 0.4 ml Ethanol) as a minimum requirement.</p>	1. 47 x 0.096 = 4.512 or 4.5 grams m-ENDO.	} 94 ml total volume	2. 47 x 0.04 = 1.88 or 1.9 ml Ethanol.	
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WATER MONITORING PROCEDURES: Total Coliform Test by the Membrane Filter Method

EDUCATIONAL CONCEPTS - SCIENCE

Section - III

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.1.2b	<p>A relative humidity of over 90 percent is necessary in order to obtain bacterial growth on the membrane filter (colony) which has not been inhibited by a lack of this moisture. Inhibited colonies will invariably be smaller and less apt to give the typical sheen characteristic of a frank coliform.</p> <p>A closed container, such as a plastic vegetable crisper, may be placed within the incubator and have within the container a saturated humid atmosphere. A convenient way of accomplishing this is to wet a few paper towels and place within the crisper or box.</p> <p>An accurate solid heat sink incubator is acceptable for use. This is constructed of a solid metallic block having slots for insertion of the petri dishes. Since there are no provisions for a high humidity chamber in this type of incubator, it is important to only use the types of petri dishes having a tight attachment of cover-to-base thus preventing loss of moisture during the incubation period.</p>	<p>Std. Meth. 14:937</p>

WATER MONITORING PROCEDURES: Total Coliform Test by the Membrane Filter Method

FIELD AND LABORATORY EQUIPMENT

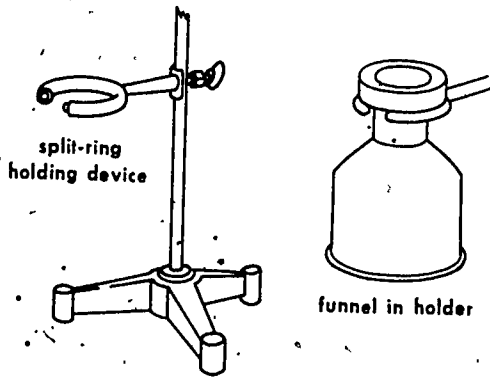
Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES															
A.1.1	<p>Incubator should be kept out of drafts or direct sunlight in order to prevent temperature inside the incubator from changing outside the temperature range specified ($35^{\circ}\text{C} \pm 0.5^{\circ}\text{C}$).</p> <p>Power supply should be selected so that there will not be too many pieces of equipment on the same circuit. Otherwise circuits will be blown repeatedly.</p>	<p>Standard Methods for the Examination of Water and Wastewater, 14th Ed. (1975) APHA, WPCF, AWWA, p. 880 ff. (Hereafter referred to as: Std. Meth. 14: (Page No.))</p>															
A.1.3	<p>Mercury bulb thermometer usually used in most incubators and a recording thermometer are acceptable. Thermometers must be calibrated against a mercury bulb thermometer which is (or calibrated against) a National Bureau of Standards issue and used with the certificate and correction chart.</p>																
A.2	<p>Sterilizing ovens should be of sufficient size to prevent crowding of materials to be sterilized. The information below summarizes the use of the oven.</p> <table border="1"> <thead> <tr> <th>MATERIAL STERILIZED</th><th>CONDITIONS</th><th>REMARKS</th></tr> </thead> <tbody> <tr> <td>Glassware</td><td>170°C for at least 60 min.</td><td>If internal oven, characteristics are unknown</td></tr> <tr> <td>Glassware</td><td>160°C for at least 60 min.</td><td>If oven temperature uniform throughout chamber</td></tr> <tr> <td>Glassware within metal container</td><td>170°C for at least 120 min.</td><td></td></tr> <tr> <td>Other material</td><td>170°C for at least 60 min.</td><td>Material must be capable of withstanding sterilizing conditions</td></tr> </tbody> </table> <p>Alternately, a gas sterilizing unit can be used in place of the hot-air oven. Refer to Standard Methods and manufacturer's catalogs for details of such a unit (ethylene oxide gas).</p> <p>Conflicting temperature/time relationships appear in differing references, but, the over-riding consideration is how this time/temperature relationship works in your hands, with your equipment, and considering the results of sterility testing.</p>	MATERIAL STERILIZED	CONDITIONS	REMARKS	Glassware	170°C for at least 60 min.	If internal oven, characteristics are unknown	Glassware	160°C for at least 60 min.	If oven temperature uniform throughout chamber	Glassware within metal container	170°C for at least 120 min.		Other material	170°C for at least 60 min.	Material must be capable of withstanding sterilizing conditions	<p>Std. Meth. 14:881 :885</p>
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WATER MONITORING PROCEDURES: Total Coliform Test by the Membrane Filter Method

FIELD AND LABORATORY EQUIPMENT

Section V

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
A.4	Distilled water must not contain substances preventing bacterial growth, or be highly nutritive. There are required procedures for testing distilled water and should be undertaken only by professional bacteriologists or in laboratories where this is done regularly. Alternately, a source of deionized water which meets all requirements as imposed on distilled water is suitable for use in bacteriological operations.	Std. Meth. 14:887
B.4.2	Diagram and equipment listing describe the type of units most commonly used in the membrane filter procedure. They are by no means the only acceptable arrangement which can be utilized. Different modes of obtaining a vacuum or its control are available. Also, various vacuum flask arrangements are acceptable as well as the types of vacuum controls. To preclude numerous examples, the one described will be sufficient to give technological procedures which are acceptable and the reader can refer to Standard Methods and Manufacturer's catalogs for further information regarding system components or field units which are acceptable.	
B.6.1	A germicidal cabinet is an enclosed unit which contains an active germicidal lamp (UV) which produces a 99.9% bacterial kill in 2 minutes. It is important not to have UV leakage from cabinet which can be detrimental to the analyst's eyes. A funnel holding device is designed to hold the funnel and prevent its contamination.	Std. Meth. 14:933
	<p><u>EXAMPLE</u></p>  <p>The diagram shows two pieces of equipment. On the left is a 'split-ring holding device', which consists of a vertical rod with a horizontal split-ring at the top, mounted on a three-legged base. On the right is a 'funnel in holder', which is a glass funnel placed inside a cylindrical container with a lid and a small tube on the side.</p>	

WATER MONITORING PROCEDURES: Total Coliform Test by the Membrane Filter Method

FIELD AND LABORATORY EQUIPMENT		Section V
	TRAINING GUIDE NOTE	REFERENCES/RESOURCES
B.6.3°	Funnel units are considered to be acceptable for use for the next sample unless an interval of 30 minutes or longer elapses before the next sample is run. In this case the unit must be resterilized.	Std. Meth. 14:932
C.1.3e	<p>Occasionally colonial growth will be observed to be irregular such as the following:</p> <div data-bbox="385 730 1038 940"> </div> <p>Usually, as in A and B, the colonies are readily discernible as being multiple colonies - 2 for A and 3 for B. In the case of C and D, however, this separation is not readily apparent and the judgment, based on experience, of the analyst becomes important. In the case of D the long strand growth may be caused by a particle of debris which allowed channeled growth of one or more bacteria.</p>	
C.3.1a	<p>The verification test is accomplished by picking the presumptive sheened coliform colony with a sterile needle and passing it through a series of broth media to observe for another coliform characteristic-gas formation in a selective medium. Refer to Standard Methods for a detailed performance of this verification test.</p>	Std. Meth. 14:920 :931

WATER MONITORING PROCEDURES: Total Coliform Test by the Membrane Filter Method

FIELD AND LABORATORY REAGENTS

Section VI

	TRAINING GUIDE NOTE	REFERENCES/RESOURCES																												
A.10.1	<p>Procedures are given for m-ENDO broth medium preparation which is, however, not the only acceptable method available. Other acceptable m-ENDO medium preparations include:</p> <p>A. <u>m-ENDO Agar Medium</u></p> <p>This includes the addition of the complex carbohydrate agar whose purpose is to solidify the medium. In this preparation the absorption pad is not required for the analysis.</p> <p>B. <u>Pre-prepared Ampouled m-ENDO Medium</u></p> <p>A complete prepared medium which is enclosed in a glass tube. Contains enough medium for a single test and has the advantages of a longer shelf life and convenience of use. Is somewhat more costly than laboratory preparation, especially when many plates are to be processed.</p>	Std. Meth. 14:895																												
A.10.4	<p>Ethanol is added to distilled water in a 2% dilution for the m-ENDO medium. The amounts, of course, would be different depending on the petri dish requirements. The table below gives some useful information as reference:</p> <table><tr><th>No. of Plates m-ENDO Re- quired</th><th>Alcohol-Water Required, mls</th><th>Ethanol mls</th><th>m-ENDO Broth Powder, gm</th></tr><tr><td>500</td><td>1 liter (1000 ml)</td><td>20</td><td>48</td></tr><tr><td>250</td><td>500</td><td>10</td><td>24</td></tr><tr><td>50</td><td>100</td><td>2</td><td>4.8</td></tr><tr><td>25</td><td>50</td><td>1</td><td>2.4</td></tr><tr><td>10</td><td>20</td><td>0.4</td><td>.96 or 1.0</td></tr><tr><td>5</td><td>10</td><td>0.2</td><td>.48 or .5</td></tr></table> <p>Some laboratories prepare a large amount of the 2% solution and, when tightly stoppered, can be used for extended periods.</p> <p>This outline was prepared by: Rocco Russomanno, Microbiologist, National Training and Operational Technology Center, MOTD, OWPO, USEPA, Cincinnati, Ohio 45268</p>	No. of Plates m-ENDO Re- quired	Alcohol-Water Required, mls	Ethanol mls	m-ENDO Broth Powder, gm	500	1 liter (1000 ml)	20	48	250	500	10	24	50	100	2	4.8	25	50	1	2.4	10	20	0.4	.96 or 1.0	5	10	0.2	.48 or .5	
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LABORATORY SAFETY PRACTICES

I INTRODUCTION

A Safe Use, Handling and Storage of Chemicals

- 1 Chemicals in any form can be safely stored, handled, and used if their hazardous physical and chemical properties are fully understood and the necessary precautions, including the use of proper safeguards and personal protective equipment are observed.
- 2 The management of every unit within a manufacturing establishment must give wholehearted support to a well integrated safety policy.

B General Rules for Laboratory Safety

- 1 Supervisory personnel should think "safety." Their attitude toward fire and safety standard practices is reflected in the behavior of their entire staff.
- 2 A safety program is only as strong as the worker's will to do the correct things at the right time.
- 3 The fundamental weakness of most safety programs lies in too much lip service to safety rules and not enough action in putting them into practice.
- 4 Safety practices should be practical and enforceable.
- 5 Accident prevention is based on certain common standards of education, training of personnel and provision of safeguards against accidents.

II LABORATORY DESIGN AND EQUIPMENT

A Type of Construction

- 1 Fire-resistant or noncombustible
- 2 Multiple story buildings should have adequate means of exit.

- 3 Stairways enclosed with brick or concrete walls

- 4 Laboratories should have adequate exit doors to permit quick, safe escape in an emergency and to protect the occupants from fires or accidents in adjoining rooms. Each room should be checked to make sure there is no chance of a person being trapped by fire, explosions, or release of dangerous gases.

- 5 Laboratory rooms in which most of the work is carried out with flammable liquids or gases should be provided with explosion-venting windows.

B Arrangement of Furniture and Equipment

- 1 Furniture should be arranged for maximum utilization of available space and should provide working conditions that are efficient and safe.
- 2 Aisles between benches should be at least 4 feet wide to provide adequate room for passage of personnel and equipment.
- 3 Desks should be isolated from benches or adequately protected.
- 4 Every laboratory should have an eye-wash station and a safety shower.

C Hoods and Ventilation

- 1 Adequate hood facilities should be installed where work with highly toxic or highly flammable materials are used.
- 2 Hoods should be ventilated separately and the exhaust should be terminated at a safe distance from the building.
- 3 Make-up air should be supplied to rooms or to hoods to replace the quantity of air exhausted through the hoods.

4 Hood ventilation systems are best designed to have an air flow of not less than 60 linear feet per minute across the face of the hood, with all doors open and 150, if toxic materials are involved.

5 Exhaust fans should be spark-proof if exhausting flammable vapors and corrosive resistant if handling corrosive fumes.

6 Controls for all services should be located at the front of the hood and should be operable when the hood door is closed.

7 All laboratory rooms should have the air changed continuously at a rate depending on the materials being handled.

D Electrical Services

1 Electrical outlets should be placed outside of hoods to afford easy access and thus protect them from spills and corrosion by gases.

2 Noninterchangeable plugs should be provided for multiple electrical services.

3 Adequate outlets should be provided and should be of the three-pole type to provide for adequate grounding.

E Storage

1 Laboratories should provide for adequate storage space for mechanical equipment and glassware which will be used regularly.

2 Flammable solvents should not be stored in glass bottles over one liter in size. Large quantities should be stored in metal safety cans. Quantities requiring containers larger than one gallon should be stored outside the laboratory.

3 Explosion proof refrigerators should be used for the storage of highly volatile and flammable solvents.

4 Cylinders of compressed or liquified gases should not be stored in the laboratory.

F Housekeeping

1 Housekeeping plays an important role in reducing the frequency of laboratory accidents. Rooms should be kept in a neat orderly condition. Floors, shelves, and tables should be kept free from dirt and from all apparatus and chemicals not in use.

2 A cluttered laboratory is a dangerous place to work. Maintenance of a clean and orderly-work space is indicative of interest, personal pride, and safety-mindedness.

3 Passageways should be kept clear to all building exits and stairways.

4 Metal containers should be provided for the disposal of broken glassware and should be properly labeled.

5 Separate approved waste disposal cans, should be provided for the disposal of waste chemicals.

6 Flammable liquids not miscible with water and corrosive materials, or compounds which are likely to give off toxic vapors should never be poured into the sink.

G Fire Protection

1 Laboratory personnel should be adequately trained regarding pertinent fire hazards associated with their work.

2 Personnel should know rules of fire prevention and methods of combating fires.

3 Fire extinguishers (CO₂ type) should be provided at convenient locations and personnel should be instructed in their use.

4 Automatic sprinkler systems are effective for the control of fires in chemical laboratories.

H Alarms

- 1 An approved fire alarm system should be provided.
- 2 Wherever a hazard of accidental release of toxic gases exists, a gas alarm system to warn occupants to evacuate the building should be provided.
- 3 Gas masks of oxygen or compressed air type should be located near exits and selected personnel trained to use them.

III HANDLING GLASSWARE**A Receiving, Inspection and Storage**

- 1 Packages containing glassware should be opened and inspected for cracked or nicked pieces, pieces with flaws that may become cracked in use, and badly shaped pieces.
- 2 Glassware should be stored on well-lighted stockroom shelves designed and having a coping of sufficient height around the edges to prevent the pieces from falling off.

B Laboratory Practice

- 1 Select glassware that is designed for the type of work planned.
- 2 To cut glass tubing or a rod, make a straight clean cut with a cutter or file at the point where the piece is to be severed. Place a towel over the piece to protect the hands and fingers, then, break away from the body.
- 3 Large size tubing is cut by means of a heated nichrome wire looped around the piece at the point of severance.
- 4 When it is necessary to insert a piece of glass tubing or a rod through a perforated rubber or cork stopper, select the correct bore so that the insertion can be made without excessive strain.

- 5 Use electric mantels for heating distillation apparatus, etc.

- 6 To remove glass splinters, use a whisk broom and a dustpan. Very small pieces can be picked up with a large piece of wet cotton.

IV GASES AND FLAMMABLE SOLVENTS**A Gas Cylinders**

- 1 Large cylinders must be securely fastened so that they cannot be dislodged or tipped in any direction.
- 2 Connections, gauges, regulators or fittings used with other cylinders must not be interchanged with oxygen cylinder fittings because of the possibility of fire or explosion from a reaction between oxygen and residual oil in the fitting.
- 3 Return empty cylinders promptly with protective caps replaced.

B Flammable Solvents

- 1 Store in designated areas well ventilated.
- 2 Flash point of a liquid is the temperature at which it gives off vapor sufficient to form an ignitable mixture with the air near the surface of the liquid or within the vessel used.
- 3 Ignition temperature of a substance is the minimum temperature required to initiate or cause self-sustained combustion independently of the heating or heated element.
- 4 Explosive or flammable limits. For most flammable liquids, gases and solids there is a minimum concentration of vapor in air or oxygen below which propagation of flame does not occur on contact with a source of ignition. There is also a maximum proportion of vapor or gas in air above which

propagation of flame does not occur. These limit mixtures of vapor or gas with air, which if ignited will just propagate flame, are known as the "lower and higher explosive or flammable limits."

5 Explosive Range The difference between the lower and higher explosive or flammable limits, expressed in terms of percentage of vapor or gas in air by volume is known as the "explosive range."

6 Vapor Density is the relative density of the vapor as compared with air.

7 Underwriter's Laboratories Classification is a standard classification for grading the relative hazard of the various flammable liquids. This classification is based on the following scale:

Ether Class	100
Gasoline Class.....	90 - 100
Alcohol (ethyl) Class....	60 - 70
Kerosene Class	30 - 40
Paraffin Oil Class	10 - 20

8 Extinguishing agents

V CHEMICAL HAZARDS

A Acids and Alkalies

1 Some of the most hazardous chemicals are the "strong" or "mineral" acids such as hydrochloric, hydrofluoric, sulfuric and nitric.

2 Organic acids are less hazardous because of their comparatively low ionization potentials. However, such acids as phenol (carbolic acid), hydrocyanic and oxalic are extremely hazardous because of their toxic properties.

3 Classification of acids

B Oxidizing Materials

1 Such oxidizing agents as chlorates, peroxides, perchlorates and perchloric acid, in contact with organic matter can cause explosions and fire.

2 They are exothermic and decompose rapidly, liberating oxygen which reacts with organic compounds.

3 Typical hazardous oxidizing agents are:

Chlorine Dioxide
Sodium Chlorate
Potassium Chromate
Chromium Trioxide
Perchloric Acid

C Explosive Power

1 Many chemicals are explosive or form compounds that are explosive and should be treated accordingly.

2 A few of the more common examples of this class of hazardous materials are:

Acetylides
Silver Fulminate
Peroxides
Peracetic Acid
Nitroglycerine
Picric Acid
Chlorine and Ethylene
Sodium Metal
Calcium Carbide

D Toxicity

1 Laboratory chemicals improperly stored or handled can cause injury to personnel by virtue of their toxicity.

2 Types of exposure. There are four types of exposure to chemicals:

- a Contact with the skin and eyes
- b Inhalation
- c Swallowing
- d Injection

VI PRECAUTIONARY MEASURES

A Clothing and Personal Protective Equipment

- 1 Chemical laboratories should have special protective clothing and equipment readily available for emergency use and for secondary protection of personnel working with hazardous materials.

2 Equipment should be provided for adequate:

- a Eye protection
- b Body protection
- c Respiratory protection
- d Foot protection
- e Hand protection

B Bodily Injury

- 1 Burns, eye injuries, and poisoning are the injuries with which laboratory people must be most concerned.

- 2 First emphasis in the laboratory should be on preventing accidents. This means observing all recognized safe practices using necessary personal protective equipment and exercising proper control over poisonous substances at the source of exposure.
- 3 So that a physician can be summoned promptly, every laboratory should have posted the names, telephone numbers, and addresses of doctors to be called in an emergency requiring medical care.

REFERENCES

Guide for Safety in the Chemical Laboratory, the General Safety Committee of the Manufacturing Chemists Association, Inc., Van Nostrand, New York (1954).

This outline was prepared by Paul F. Hallbach, Chemist, National Training and Operational Technology Center, MOTD, OWPO, USEPA, Cincinnati, Ohio 45268

Descriptors: Safety, Laboratory, Practices Safety, Laboratory Design Chemical Storage, Gas Cylinders, Flammable Solvents